



Human Resources Generalist

Location: Reedley, CA

Dayka & Hackett LLC is a leading grower, packer, shipper and importer of fresh fruit to North American supermarkets and club stores. The company specializes in global sourcing of table grapes, citrus, tree fruit, mangos, kiwi and Asian pears from Brazil, California, Chile, Mexico, Peru and Uruguay. Dayka & Hackett LLC maintains offices in Wilmington, DE and Edinburg, TX with headquarters in Reedley, CA. We are currently seeking a skilled Human Resources Generalist to join our team in our Reedley office.

The Human Resources Generalist will assume a variety of HR administrative responsibilities. The HR Generalist duties involve a wide range of support activities inside our HR department, from assisting with payroll to maintaining employee databases to developing job posting. An important part of this role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions. The ideal candidate would possess a skillset that includes excellent organization abilities, solid problem-solving strategies and strong communication skills. The HR Generalist should be able to work autonomously and remain calm under pressure, ultimately ensuring the HR department is organized and operates smoothly.

Duties/Responsibilities:

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.
- Maintains the integrity and confidentiality of human resource files and records.
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Assists with the preparation of the performance review process.
- Provides clerical support to the HR department.
- Administer time clock processes and functions.
- Prepare weekly labor reports.
- Monitors and track vacation, sick, and holiday time.
- Assists with payroll functions including processing, answering employee questions, fixing processing errors.
- Maintains and processes all Unemployment Notices of Entitlement and potential charges in a timely, efficient manner.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.

- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
- Bilingual Spanish communication skills.
- Knowledge of Famous software preferred.

Education and Experience:

- Bachelor's degree with an HR option or related field.
- 2-3 years of HR experience.

Compensation:

- Competitive pay.
- Company paid medical, dental and life insurance.
- Vacation and paid time off.
- 401(k) programs with employer contribution.
- Discretionary bonus plan.