		JOB DESCRIPTION	DOC #
JOB TITLE	Human Resource Coordinator	DEPARTMENT	People Operations
		REPORTS TO	General Manager
		FLSA	Non - Exempt
		EFFECTIVE DATE	10.16.23


**About The Role:**

As a Human Resources Coordinator at Bosch Berries, you will be responsible for providing administrative support to one or more human resources functions, including recruiting, employee relations, compensation, benefits, training, EEOC, employee records, and compliance. Processes employment verification documents, compiles various reports for HR management, verifies time keeping records are accurate.

*Please note that while this job description outlines your primary responsibilities, you will also be required to assist in various tasks in the Greenhouse and or Packhouse beyond your core job description when the need arises. These tasks are outlined in the Crop Care Specialist and Packhouse Specialist job description.*

**What you'll Do:**

- Provide support to the farm on all HR initiatives including (but not limited to): hiring and retention, engagement, policy, team member support and feedback, training, team member relations
- Work collaboratively with all farm supervisors, managers, and team members to ensure HR policies are effectively communicated, followed, and implemented
- Processes employment verification documents, compiles various reports for HR management, verifies time keeping records are accurate
- Coordinates all major HR functions with PEO. Confidentiality, knowledge of employment law and attention to detail are critical
- Primary point of contact for HR needs at the farm
- Ensure all timecard, payroll, and compensation requirements are met on provided timelines
- Creating onboarding plans and educating newly hired team members on HR policies, internal procedures, and regulations
- Provide general guidance when needed for team member insurance and benefits.
- Maintaining physical and digital files for team members and their documents, benefits, and attendance records
- Function as a local liaison for all employment related questions and inquiries from Farm team members
- Take appropriate disciplinary action against team members who violate rules and regulations and addressing team member grievances
- Assist with other cross-departmental and People Ops projects as needed


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**What We're Looking For:**

- 1 to 3 years of general HR experience, preferably work with a production or manufacturing workforce
- Bachelor's degree in HR and/or related field preferred
- Experience in performing duties at a professional level in the following functional areas: team member relations, training, employment, employment equity program, talent development, performance management and all phases of the team member life cycle
- Knowledge of the entire talent system and each stage of the team member life cycle and applies that understanding to craft integrated solutions that are thoughtful and reinforced by upstream and downstream talent programs
- Proven record of working in an environment which demands strong deliverables along with the ability to identify problems and drive appropriate solutions
- Strong business and HR acumen
- Strong understanding of business goals and able to recommend innovative approaches, policies, and procedures to affect continual improvements in business objectives, productivity, and development of HR within the company

**Working Conditions / Physical Requirements:**

- Conditions typically found in a greenhouse with high humidity and varying temperatures (34°F to 110+°F) and background noise approaching 80 decibels.
- Must have manual dexterity to perform computer skills and operate equipment.
- Visual and audio sensory are needed regularly.
- Exerting force of up to 50 lbs. occasionally, 20 lbs. frequently, and 10 lbs. constantly as part of lifting and moving product and equipment.
- Bending, stretching, twisting, crouching, grasping, reaching, and lifting above shoulders.
- Standing, sitting, and walking for prolonged periods of time may be required.
- Ability to work different shifts, nights and or weekends as business dictates.
- If the person in this job is absent or unable to complete their duties, they will be completed by the next level above this job description

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*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Bosch Berries reserves the right to change duties, responsibilities, and activities at any time with or without notice.*

*Bosch Berries is committed to a diverse and inclusive workplace. Bosch Berries is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or any other factor legally protected by applicable federal, state, or local laws.*