

SUGAR CANE GROWERS COOPERATIVE OF FLORIDA

JOB AVAILABLE

POSITION TITLE ONE (1) ANALYST I
DEPARTMENT HUMAN RESOURCES, DEPARTMENT 31
REPORTS TO: BRYAN CROSS, VICE PRESIDENT
HOURLY RATE OF PAY Starting rate \$14.27 and above. Depending on skills, knowledge, and experience.
EMPLOYMENT STATUS YEAR 'ROUND

IF YOU MEET THE REQUIREMENTS DESCRIBED BELOW, CONTACT THE HUMAN RESOURCES DEPARTMENT VIA THE FOLLOWING:

- Visit our office at 1500 George Wedgworth Way, Belle Glade, Florida and complete an Employment Application and include your resume;
- Email your resume' to: genove.canales@scgc.org OR bcross@scgc.org

GENERAL RESPONSIBILITIES:

General HR Office Reception responsibilities. Additionally, onboarding processing (year 'round and seasonal employees), handling employee and applicant inquiries, data entry and other administrative aspects of Human Resources Department processes and procedures.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Reception responsibilities include: meeting and greeting visitors, handling internal & external inquires, answering telephones, receiving and forwarding messages, making document copies, sending/receiving faxes as well as making appointments and setting meeting dates. Onboarding processing of all new (external & internal) and returning employees includes: applications, background checks, drug testing and medical exams (DOT), data entry, creation and maintenance of employee files, distribution of employee and benefits handbooks, 401k plan enrollments / changes, job transfers, employee termination documentation, applicant logs and other Human Resources related files, maintaining seniority/service awards, vacation records and completing employment verifications.

OTHER DUTIES MAY INCLUDE:

Assisting the Human Resources staff in their respective areas as well as other tasks assigned from time to time.

EQUIPMENT / TOOLS USED: Computer and peripherals as well as general office equipment such as: copy/scanner machine, fax machine and telephones.

LICENSES REQUIRED: None

KNOWLEDGE, SKILLS AND ABILITIES:

High school diploma and additional training having **basic to intermediate** level skills with one (1) to three (3) years of previous related experience. Must be able to work in a fast paced, multi-task environment with a focus on accuracy and have excellent verbal and written skills. As well, bi-lingual (English/Spanish) skills and knowledge of Microsoft Office Suite (Word and Excel) a PLUS. Must be able to work in sitting, standing, bending and walking positions. As well, must be able to lift up to 20 pounds.