

HR Coordinator / Scheduler

The Neil Jones Food Company, a prominent Food Processing Facility is seeking qualified candidates for its Toma-Tek facility in Firebaugh.

This position will report directly to the HR Manager and will provide a full range of Human Resource generalist and workforce planning activities by supporting hourly employees and supervisors in a seasonal union plant environment. Provide direction and supervision to other human resource staff positions, as well as shift work schedules of employees following company and union policies and regulations. Provide coordination as well as being directly involved in all human resource, hourly workforce planning and scheduling including recruitment, scheduling, retention, and payroll. Provide backup to the site Human Resource Manager and coordinate department activities in the Human Resource Managers absence. **Must have bilingual skills (Spanish) speak, read and write, must have at least 6 years HR experience and education.**

This highly responsible year round position includes a competitive wage and benefits pkg. Please mail your resume to: The Neil Jones Food Company dba Toma-Tek, Attn: HR Manager, 2502 N Street, Firebaugh, CA 93622 or Fax: 559-659-2700, e-mail: hortencia@tomatek.com