

# **Corporate Human Resources Specialist**

## **Company Summary**

The TriCal Group is a privately held family of companies based in the United States, with worldwide affiliates in areas including Canada, Europe, Latin America, Australia, South Africa, and Asia. The TriCal Group exists to promote the most beneficial soil environment for growers to produce healthy, bountiful crops that feed the world. We accomplish this by supplying pre-plant soil fumigation material and application, crop health and nutrition analysis, post-harvest fumigation, irrigation, fertigation, and agricultural equipment to growers in over 30 countries.

## **Job Summary**

The Corporate Human Resources Specialist is responsible for the day-to-day support of the human resources function including: employee benefits, employee records, recruiting, interviewing, onboarding/offboarding, employee relations, training, and compliance.

## **Primary Duties and Responsibilities**

- Administration of employee benefits, including enrollments/changes
- Administers employee life-cycle transactions including status changes, new-hires, leaves of absence, and other
- Maintains employee data and personnel records
- Assists in the selection of workforce including advertising, résumé/application management, interviewing, and other employment-related activities.
- Performs clerical and administrative functions including mail distribution and calendar coordination
- Assists in organizing and executing employee relations events
- Performs tasks related to the timely reconciliation of employee benefit plans and other benefit plan invoicing to ensure accuracy
- Other duties as assigned

## **Experience/Skills**

- Ability to work in a team environment
- Knowledge of HRIS system components; administration is a plus
- Excellent communication and personal skills both on the phone and in person
- Excellent time management and organizational skills

## **Requirements**

- High School diploma with three or more years of related experience
- Minimum of three years' experience in human resources;
- Excellent verbal and written communication skills
- Must maintain confidentiality of employee information.
- Proficiency with Microsoft Office Suite products – Word, Excel, Outlook, PowerPoint, and SharePoint
- Proficiency with remote work software products such as WebEx or Zoom

## **Preferred**

- Associates degree in Business, Human Resources, or related field and/or training; or the equivalent combination of education and experience
- Bi-lingual (English and Spanish)