



CENTRAL VALLEY HR SOLUTIONS

Client Company is seeking an entry-level **HR and Recruiting Coordinator** for its corporate office in Fresno, Ca. Position will be part of a team that supports multiple locations throughout California with over 225 diverse employees.

The right person will thrive in a rapidly changing environment, loves participating in multiple projects at once, recruits wisely and can communicate effectively with all levels including outside counsel.

YOU ARE:

- Flexible. You are up to the challenge...no day is ever the same.
- Self-Driven. You have strong organizational skills, integrity and great follow through on tasks. You don't get overwhelmed easily.
- The Consummate Professional. You are the first point of contact for applicants and employees so you are well-spoken on the phone, via email and in-person.
- A Team Player. No job is outside your pay grade.

WHAT YOU'LL DO:

- Act as the key contact for all non-exempt hiring - both internal and external, in consultation with the HR Manager and hiring managers.
- Respond promptly to hiring requisitions.
- Post openings to job boards.
- Make first contact with potential candidates through initial phone screens.
- Effectively identify and communicate qualified applicant pool to hiring managers.
- Coordinate/schedule interviews
- Process pre-employment screening requirements.
- Communicate verbal, conditional job offers.
- Facilitate onboarding through weekly new employee webinars.
- Ensure onboarding paperwork is processed accurately and efficiently.
- Manage employee files and record retention with the utmost level of confidentiality.
- Distribute and maintain policy communications and employee acknowledgements.
- Assist in the administration of all work-related and non-work related leaves of absence, worker's compensation claims, and the coordination of the return-to-work process.
- Act as a partner and back-up to the Payroll & Benefits Specialist to ensure compliance with all payroll and benefits related issues. ADP payroll and time & attendance experience is a plus.
- Perform any other duties or participate in special projects as assigned by the HR Manager or her designees.

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WHAT YOU HAVE:

- Bachelor's Degree in Human Resources, Business, or related field.
- Minimum 2 years of progressive HR administration and recruiting experience.
- PHR, SPHR, or PHR/SPHR - CA certification preferred.
- Bi-lingual in English and Spanish would be an asset and is preferred.
- Competent understanding of California employment laws
- Proficiency in Microsoft Office Suite.
- Strong recruiting skills
- Ability to work well under pressure with limited resources and strong personalities. Excellent teamwork and collaboration skills.
- Ability to organize and prioritize work.
- Excellent written and verbal communication skills along with strong facilitation skills.
- **THIS IS NOT A MANAGER LEVEL POSITION.**

WHAT YOU WILL BE REWARDED WITH:

- Competitive hourly compensation.
- Strong employee benefits including medical, dental and vision insurance; basic and supplemental life insurance; AFLAC.
- Paid holidays
- Paid sick leave
- Vacation
- 401k with excellent match
- Opportunity for growth!
- Team building fun, company lunches/parties, Fresno State tailgates, Day at the Fresno Fair, and more!

TO APPLY:

Submit cover letter, resume, and compensation requirements or you will not be considered, to *(no phone calls please)*:

Aimee Kircher, Esq., SPHR
Central Valley HR Solutions
akircher@cvhrsolutions.com

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