



BROETJE ORCHARDS LLC

Job Description – Benefit Coordinator

The Benefits Coordinator is part of Broetje Orchard's HR team and is specifically responsible for the day to day coordination of the company's benefits programs and assists as needed in its workforce development program. This is a year-round position located near the Tri-Cities. This position reports to the Broetje Orchards HR Manager.

Broetje Orchards is one of the largest family-owned and operated tree fruit company – growing, packing, shipping, and marketing over 6 million boxes of apples a year. Our mission to be “*a quality fruit company committed to 'bearing fruit that will last'*” (Jn 15:16 NIV) is grounded in a “servant leadership” management approach. Broetje Orchards pursues a socially responsible business agenda, promoting social, economic and spiritual development opportunities for all of our employees and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Employee Benefits

- Assist employees with insurance enrollments
- Provide new employees with enrollment materials and explanation of benefits available.
- Review employee deductions
- Submit COBRA paperwork to TPA
- Review and process on-site clinic registration forms
- Receive and review insurance invoices for accuracy before payment is issued– all entities
- Serve employees as needed with regard to questions and problems associated with the company's benefit programs including health, dental, vision, 401k, etc.

Recruitment

- Coordinate the company's communications and interviewing processes, including:
 - Assist with pre-screening process for job applicants as needed.
 - Maintain and compile employment applications and applicant resumes.
 - Send communications to candidates
 - Coordinate interviews with hiring committee, as needed
 - Posts open positions on appropriate recruitment portals

HR Administration

- Receives and processes requests and provides employees with copies of personnel files
- Provides employee information to authorized persons
- Compile data from personnel records and prepares reports.
- Prepares and files annual EEOC report
- Prepares employee immigration letters

Workforce Development

- Coordinates personnel training on various topics throughout the year.
- Helps recruit employees for classes – as appropriate
- Maintains registration forms for various classes and training programs as appropriate (e.g. ESL)

Workers' Compensation

- Maintain and update injury and OSHA 300 Log
- Assist in investigation of accidents and prepare internal reports as needed
- Provide assistance to employees to file a claim.
- Follow-up with injured employees after claim is filed.
- Review weekly check register for accuracy

QUALIFICATION REQUIREMENTS:

- Minimum 2-3 years of experience in HR
- Associate of Arts Degree
- Working knowledge of workers' compensation and ACA programs
- Attention to detail, some accounting skills
- Creating/formatting documents essential
- Effective written communication skills
- Ability to read and write English and Spanish
- Ability to work independently and collaboratively as a team
- Strong organizational skills
- Dependable, self-motivated
- Ability to work with a diverse workforce
- Ability to multi-task

* The specific duties and responsibilities on this job description are not all inclusive and may change depending on the needs of the HR department. The employee will need to be aware and supportive of this evolving process.

Job Posting Ad:

Seeking Benefit Coordinator to assist the company with its employee benefits and workforce development efforts. Programs include workers' compensation, health insurance, and employee training. Knowledge of federal and state regulations such as COBRA, HIPPA, OSHA etc. to ensure compliance. Bilingual in English and Spanish a must, effective communication skills, computer literacy, hands on experience with word, excel and publisher desired. Candidate must have an AA degree and 2-3 year experience in human resources. Seeking a compassionate person with experience in working with a diverse workforce in order to promote our management approach and company mission. Send resumes to lucyc@firstfruits.com . See full job description at www.firstfruits.com deadline December 15, 2017.