



## **About Us:**

Originally started in 1967, FirstFruits Farms, LLC is one of the largest tree fruit companies in Washington State – growing, packing, shipping, and marketing over 6 million boxes of apples every year. FirstFruits grows many different varieties of apples and cherries, both organic and conventionally farmed across more than 6000 acres.

FirstFruits promotes a socially responsible business agenda, promoting economic and spiritual development opportunities for all our employees and their families. In addition to our agricultural operations, we also have FirstFruits Community, which includes our housing community, community center, day care, convenience store, restaurant and other community focused activities and events. FirstFruits Marketing is responsible for marketing and selling our high-quality fruit across the world.

Due to the rapid growth in our operations we currently have an opening for a full time Visa Programs Specialist overseeing our non-immigrant visa programs in Prescott, WA

## **Primary Responsibilities:**

Primary responsibilities will focus on managing the day to day operations of our non-immigrant guest worker program, including:

- Prepare job descriptions for each job order. Work with orchard managers to identify the tasks and worksite locations that guest workers will be utilized. Work with internal / external counsel to identify and mitigate any potential risks
- Work with outside Agent to timely prepare and file multiple job orders each year
- Assist HR Director with ensuring internal and legal compliance with the recruitment of jobs for domestic and foreign job seekers, including advertising, interviewing, and hiring all able, willing, and qualified domestic job seekers. This also includes advertising, conducting interviews, and assisting with the visa interview/approval process for foreign workers
- Assisting orchard managers with ensuring labor hours are accurately tracked by location and task. Ensure domestic employees who perform corresponding employment are properly tracked for payroll
- Verify transportation is properly licensed and insured; ensure annual and weekly safety inspections are completed, certificates are on file and that drivers are properly licensed and certified
- Assist our housing team with inspections and annual licensing of housing locations; ensure compliance with all state/federal housing requirements and identify any health or maintenance issues
- Assist with HR paperwork, discipline, training, and praise; assist with workers' early departures, including DOL/USCIS requirements and return transportation
- Gather, prepare, & calculate various weekly/monthly reports, including budgets, labor tracking, safety, housing, transportation, etc.
- Assist guest workers with after-hours needs

**Requirements:**

- Associates Degree in a relevant field of study with 3+ years of relevant experience – OR – any combination of relevant education and experience; **Prior experience with non-immigrant temporary visa programs (such as H-2A/B) is highly preferred, as is prior agricultural HR experience**
- **Must** be bilingual, both written and verbal, in English and Spanish
- Excellent technical, organizational, and communication skills – This is a complex program with zero room for errors
- Must have (or be able to obtain within 30 days of hiring) valid documents for international travel and be able and willing to travel internationally
- Strong computer skills, **especially with Excel**
- Ability to set goals & priorities to effectively and successfully manage multiple projects from concept to completion
- Excellent problem-solving skills and the ability to analyze and interpret data with little to no assistance
- Must have a great personality and attitude and be willing to step outside of your job title
- Must have the ability to adapt. Our company is rapidly growing and expanding, and we need people who have the desire and the capability to grow with us

**Benefits:**

- Competitive wages (DOE)
- Paid time off – vacation, sick, and holidays
- Medical, dental, vision, long term disability, life insurance, & Aflac are all available with FirstFruits paying a significant portion of the monthly premium (varies on the type of insurance and level of coverage selected)
- Onsite medical clinic and daycare
- 401(k) retirement plan with company matching contributions