

HUNEEUS VINTNERS

JOB DESCRIPTION

Role Title:	Human Resources Generalist	Manager:	Human Resources Manager
Department:	Human Resources	Location:	Corporate - Napa
PURPOSE OF ROLE:			
<p>The full time HR Generalist will directly support the HR Manager in driving business growth and transformation pace through day to day support including onboarding process management, recruiting assistance, benefit management and special projects. This function will help set the tone for our employees; will be an integral part of building the HR foundation of our fast paced, heavy growth environment.</p>			
KEY RESPONSIBILITIES & ACCOUNTABILITIES:			
<ul style="list-style-type: none"> • ADP HRIS system maintenance – including but not limited to: data entry, reporting and system development • Day to day HR Support and special projects: <ul style="list-style-type: none"> – Process paperwork for new hires, terminations and other status changes – Create new employee personnel files and file papers and documents into appropriate employee files – Assist in overall employee satisfaction by answering employee requests and questions – Assist with the performance review process – Assist HR Manager with various research projects and/or special projects as assigned – Schedule meetings and conferences • Benefit Management: <ul style="list-style-type: none"> – Reconcile benefit bills – Conduct benefits enrollment for new employees – Liaison with benefit Broker • Recruiting support: assist with the recruitment and interview process; applicants first point of contact • Compliance and Safety knowledge: <ul style="list-style-type: none"> – Manage I9 compliance • Payroll experience a plus: <ul style="list-style-type: none"> – Conduct audits of various payroll, benefits or other HR programs and recommend any corrective action 			
QUALITIES:			
<ul style="list-style-type: none"> • A passionate, proactive problem-solver • Keen interest in continued learning and personal growth • Customer service focused • Excited about challenging the status quo and rolling up my sleeves to implement and enable change • Highly collaborative and derives energy from working with others • Humble, respectful, bold • Comfortable embracing and navigating ambiguity 			
EDUCATION/QUALIFICATIONS:			
<ul style="list-style-type: none"> • Bachelor's degree • 2-6 years of HR administrative experience • ADP system and process knowledge required; ability to access and input data into computer • Excellent communication and relationship management skills 			

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- Must have experience with Microsoft Office; we are a windows environment
- Ability to manage financial issues including budgeting, medical billing, and compensation systems
- Ability to work without direct supervision
- Worked in wine, consumer products or technology-related businesses; start up environment experience a plus; if winery experience, a focus on non-exempt is ideal
- An interest or direct experience processing payroll
- Preferably bi-lingual - Spanish

ESSENTIAL PHYSICAL REQUIREMENTS:

- Occasionally lift 50lbs.
- Ability to sit for long periods of time
- Ability to maneuver using manual dexterity in use of phones, computers, telephones, reference books, manuals, paper goods, typing and writing tools
- Must be able to walk up and down stairs

*** This job description is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.
