

HUMAN RESOURCE COORDINATOR

GENERAL

- Work location: 1200 Priska Drive, Paso Robles, CA
- Full -time, non-exempt position
- This position reports to the Human Resources Manager

JOB DESCRIPTION

1. HUMAN RESOURCES

- Process bi-weekly payroll
- Sorting/mailing bi-weekly payroll checks
- Recruitment support – job postings, recruitment coordination and tracking
- Compile new employee packets, handbooks, and training binders
- New Hire onboarding support
- Assisting in the termination process by preparing required documents
- Updating and maintaining HR Drive and file system
- Tracking of policy updates
- Tracking and assistance of Safety Inspections and Training
- Assisting with all staff meeting coordination
- Coordinate employee recognition events
- Providing support on special projects
- Assisting with other HR related duties as assigned

2. OFFICE ADMINISTRATION

- Answering phones
- Sorting company mail and distributing to multiple locations
- Maintaining office, kitchen, and janitorial supply inventory
- Ensuring office common areas are clean
- Performing general office duties and errands

REQUIREMENTS

- 1-2+ years' experience in administrative support required
- Strong computer skills including Outlook and Microsoft Office
- Efficient and detail oriented with exceptional organization and communication skills
- Flexibility in a dynamic work environment

Please send resume and cover letter to:

Vina Robles Winery
Attn. Human Resources
1200 Priska Drive
Paso Robles, CA 93446

or e-mail to: jobs@vinarobles.com

No phone calls.

ABOUT VINA ROBLES

Growers and makers of expressive, approachable estate wines from Paso Robles, California, Vina Robles owns and farms six estate SIP® Certified Sustainable vineyards in five sub-districts in the region. First class hospitality service is offered by way of unique, memorable experiences with wine, food and music at their core. The vineyards & winery are owned and managed by two Swiss families who have been farming winegrapes in Paso Robles for more than 25 years.

Known primarily for their Cabernet Sauvignon and Petite Sirah, the Vina Robles lineup includes small lots of a wide range of varieties and creative blends. While adhering to traditional winemaking methods, veteran winemaker Kevin Willenborg implements modern technologies to make his estate wines with minimal intervention.
