

## **HUMAN RESOURCES MANAGER**

### **1. HIRING & TRAINING**

- Posting of job openings
- Using various recruiting tools to attract top talent
- Pre-screening of candidates, scheduling of interviews, and supporting interview process
- Handling of background checks and paperwork for new hires, including preparing start folders and handbooks
- Hiring and termination of seasonal Vina Robles Amphitheatre staff annually in cooperation with Amphitheatre team
- Organizing general employee trainings, safety training and materials
- Supporting department heads with technical trainings and preparation of manuals

### **2. EMPLOYEE RECORDS**

- Updating and maintaining various lists and statistics
- Organizing, updating and completing of employee files
- Assisting with annual employee review/preview completion
- Ensuring legally required posters, forms, and certifications are current
- Securing and monitoring confidential handling and storage of employee files

### **3. PAYROLL**

- Processing bi-weekly payroll for 40-50 employees
- Processing bi-weekly payroll for 150 + seasonal Vina Robles Amphitheatre staff during show season
- Distributing paychecks
- Preparing and entering of related payroll journal entries into QuickBooks
- Adding and updating employee information in payroll system
- Preparing and maintaining various commission and compensation reports

### **4. BENEFIT PROGRAMS**

- Administrating employee related benefits including health, dental, vision, and FSA
- Handling all aspects of employee annual open enrollment
- Administrating 401K, including bi-weekly contributions, disbursing quarterly notices, tracking eligibility, and related paperwork
- Reconciling benefit contributions and intercompany cross charges
- Planning and coordinating employee events and recognition

### **5. EMPLOYEE CONTACT AND CONFLICT RESOLUTION**

- Contact for employment related questions and issues
- Supporting Employees and Supervisors with conflict resolution

## 6. INSURANCE & ADMINISTRATION

- Processing Workers' Compensation claims and handling of annual audit
- Verifying monthly A/P invoices related to employee policies are correct and resolving any discrepancies
- Responding to EDD and other government notices/levies
- Monitoring new developments in labor laws and regulations
- Updating employee handbook as required

## REQUIREMENTS

- BS-degree in Business Administration or other related field
- HR certification preferred
- 3-5 years Human Resource experience
- Experienced and skilled in Microsoft Office applications
- Efficient and detail oriented
- Ability to multitask in a fast paced environment with accuracy

### **In addition to competitive compensation we offer:**

Relocation assistance - 100% employee paid health, dental, and vision - FSA plan - Paid time off for vacation, sick, and 9 paid Holidays - 401K plan with employer match up to 4% - Vina Robles Amphitheatre ticket allowance - continuing education assistance and more!

**Please send resume to:** Vina Robles Winery  
Attn. Human Resources  
P.O. Box 699  
Paso Robles, CA 93447

**or e-mail to:** [jobs@vinarobles.com](mailto:jobs@vinarobles.com)

No phone calls.

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## 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 20 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.

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