



Coral Beach Farms is the northernmost large-scale cherry producer in North America. We grow premium cherries along the shores of Okanagan Lake in the renowned Okanagan Valley of British Columbia, Canada. Our cherries are all hand packed in our state of the art facility, located right on our farm, and shipped to our customers worldwide.

<b>Job Title:</b>	HR Assistant	<b>Start Date:</b>	July 2012
<b>Department:</b>	Human Resource	<b>Reports to:</b>	HR Supervisor
<b>Job Purpose</b>			
To assist the Human Resource Dept. in Spanish translation and managing worker issues.			
<b>Job Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Accurate Spanish translation</li> <li>• Assisting with safety &amp; wellness issues</li> </ul>		<ul style="list-style-type: none"> <li>• Taking part in Health and Safety training</li> <li>• Responding to employee requests</li> </ul>	
<b>Job Tasks &amp; Activities</b>			
<ul style="list-style-type: none"> <li>• Employee orientation &amp; safety training</li> <li>• Assisting with employee relations.</li> <li>• Communicating company messages.</li> </ul>		<ul style="list-style-type: none"> <li>• Assisting with employee services, including; taking worker to doctor, bank or shopping.</li> <li>• Assisting with the general operation of the HR office.</li> </ul>	
<b>Skills &amp; Qualifications</b>			
<ul style="list-style-type: none"> <li>• Strong communication skills in both English and Spanish.</li> <li>• Ability to work independently with high accuracy and efficiency.</li> <li>• Must be a flexible team player who works well in a busy and demanding environment.</li> <li>• Drivers License class 5</li> </ul>			
<b>Working Conditions</b>			
<p>Our working environment is extremely demanding over a short time period. Applicants should be aware that::</p> <ul style="list-style-type: none"> <li>• This is a farming environment and days off may be extremely limited during our picking season.</li> <li>• Work hours are not calendar based, but are dependent on crop maturity and weather.</li> <li>• Work hours are generally at least 60 hours per week, and can be longer.</li> <li>• As agricultural employment that overtime provisions do not apply for these positions.</li> </ul> <p style="text-align: center;">Applicants must be available from early July until early to mid Sept 2012.</p>			
<b>Performance Measures (Factors defining success)</b>			
<ul style="list-style-type: none"> <li>• Accomplishes responsibilities</li> <li>• Performs tasks efficiently</li> </ul>		<ul style="list-style-type: none"> <li>• Works well with others</li> <li>• Attendance</li> </ul>	
<b>Job Category:</b>	Plant	<b>Location:</b>	Lake Country
<b>Employment Status:</b>	Seasonal – Full or Part Time	<b>Manages Others:</b>	No
<b>Hourly Wage:</b>	\$14-16/hour		
<b>Approved by:</b>	David Geen	<b>Date Approved:</b>	February 1 <sup>st</sup> /2012
Please apply online at <a href="http://www.coralbeach.ca">www.coralbeach.ca</a>			