



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.

Job Title:	HR Assistant/ Spanish Translator	Start Date:	July
Department:	Human Resource	Reports to:	HR Manager
Job Purpose			
To assist the Human Resource department with Spanish translation and managing worker issues			
Job Responsibilities			
<ul style="list-style-type: none"> • Accurate Spanish translation • Assisting with safety & wellness issues • Assisting in clerical duties as needed 		<ul style="list-style-type: none"> • Taking part in Health and Safety training • Responding to employee requests • Reporting to HR Manager 	
Job Tasks & Activities			
<ul style="list-style-type: none"> • Employee orientation & safety training • Assisting with employee relations • Communicating company messages • Recordkeeping 		<ul style="list-style-type: none"> • Assisting with employee services, including; taking worker to doctor, bank or shopping • Assisting with the general operation of the HR office 	
Skills & Qualifications			
<ul style="list-style-type: none"> • High School Diploma or equivalent • Strong communication skills in both English and Spanish • Ability to work independently with high accuracy and efficiency • Must be a flexible team player who works well in a busy and demanding environment • Basic Computer Skills – knowledge of Excel and Word 			
Working Conditions			
<p>Our working environment is extremely demanding over a short time period. Applicants should be aware that:</p> <ul style="list-style-type: none"> • This is a farming environment and days off may be extremely limited during our picking season • Work hours are not calendar based, but are dependent on crop maturity and weather • Work hours are generally 40 - 60 hours per week, flexible shift pattern • As agricultural employment that overtime provisions do not apply for these positions <p style="text-align: center;">Applicants must be available from early July until early to mid-September</p>			
Performance Measures (Factors defining success)			
<ul style="list-style-type: none"> • Accomplishes responsibilities • Performs tasks efficiently • Helps others achieve 		<ul style="list-style-type: none"> • Works well with others • Attendance • Manages situations fairly 	
Job Category:	Plant	Location:	Lake Country
Employment Status:	Seasonal – Full or Part Time	Manages Others:	No
Hourly Wage:	Rates to be determined		
Approved by:	David Geen	Date Approved:	20 th April 2017