

# HR Administrator

Job Location – Visalia, CA



## Responsibilities:

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- Maintain employee benefits such as healthcare, dental, vision and 401k
- Assist employees in setup and administration of HSA and FSA accounts
- Bi-Monthly PTO Update and management
- Setup and Coordinate 401k management and enrollment meetings
- Maintain all employee records
- Coordinate new hire orientation and new hire start dates
- Work with HR Manager on job descriptions and posting/recruitment of open positions
- Maintain resume filing system
- Coordinate candidate interviews
- Coordinate summer intern applications and interviews
- Coordinate, track and setup employee check ins and annual reviews
- Keep record and coordinate employee annual reviews
- Work with HR Manager to follow up on any review items as needed
- Coordinate and run intern summer program
- Attend Career Fairs
- Bi-Monthly visits to geographical locations

## Ideal Qualifications

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1. Bachelor's Degree in Human Resources or a related field
2. 1-2 years of experience in a Human Resources or similar type of position
3. Valid Driver's License and functional vehicle
4. High customer service ethic, ability to learn processes quickly, excellent organizational, written and verbal communication skills

## Compensation

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Hourly Rate will be determined by candidate's skill and experience level and highly competitive with industry standards. Benefits package includes full employee health coverage (50% coverage for dependents), company 401(k) contribution, and performance bonuses.

## About 4Creeks:

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We are a small band of visionaries, mentors, and citizens, driven by a deeply instilled belief that together we can help solve some of the challenges we face. We're determined to play our part in inspiring a new future and rebuilding what's broken, from Bakersfield to San Luis Obispo. We call Central California home and we're committed to using all the tools and resources at our disposal to make this region known for greatness.

You'll quickly find out that 4Creeks is built on a fun, challenging and collaborative work-environment. A team-based approach is the standard we uphold, and we believe that no one person is more valuable than the other. We enjoy working together and pooling our resources to provide the best solution we can create together. As you walk through our doors we think you'll see and feel the 4Creeks difference.

## How to Apply:

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For immediate consideration; please email your resume and cover letter detailing your background, skills, and experience to [hr@4-creeks.com](mailto:hr@4-creeks.com). Our Human Resource Administrator will contact you promptly for initial interview coordination.