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McCarty Family Farms is currently seeking a full time Spanish/English bilingual Employee Engagement Specialist to join our Rexford dairy location. This is a great opportunity to join a state of the art multistate 4th generation dairy operation.

This position will require you to work closely and interact regularly with our employees and managers. You will be responsible for administrative tasks and assisting and engaging with employees on multiple daily tasks. Must be team oriented, motivated, and well organized.

This position is located in Rexford, Kansas
Full Time: Monday – Friday 8am – 5pm

Duties & Responsibilities:

1. Perform general administrative and HR duties
2. Perform pre-employment activities, New Hire Orientation and onboarding
3. Employee trainings
4. Timesheet approvals for payroll
5. Employee Housing
6. Translating Documents
7. Field inquiries from managers and employees
8. Maintain confidentiality for all employee information at all times
9. Scale ticket management
10. Ordering supplies as needed

Qualifications:

1. Fluent in Spanish and English
2. General computer knowledge and proficient in Microsoft Word and Excel
3. Strong written and verbal communication skills
4. Team Oriented
5. Ability to multi-task and attention to detail
6. Highly organized, professional, motivated and a self starter

McCarty Family Farms offers a great benefit package, including but not limited to, health/dental insurance, 401K, life insurance, AFLAC, paid time off, and parental leave.

To apply, fill out an online application at www.mccartyfamilyfarms.com or email your resume/application to cgoodman@mccartyfamilyfarms.com.