

B&W Quality Growers
<https://www.bwqualitygrowers.com/>

Position:

H-2A Specialist

Location:

Fellsmere, FL

Position Reports to:

Director of Human Resources

Compensation/Salary:

Depending on Experience/ 40k-50k

Full-time/year-round

Medical/dental/vision/401k benefits/holidays/paid time off

Requirements:

- 2-3 years' work experience in H2A or similar Immigration program administration and management
- **Must be Bilingual in English and Spanish**

Responsibilities & Duties:

- Administer the Temporary Agricultural Workers program (H2A)
- Ensure compliance with US Dept of Labor rules, regulations and procedures
- Administers/Assists with the Housing and Transportation requirements of the program
- Ensure compliance with State and Federal product and employee safety rules
- Foster positive working relationships with DOL, EDD, CRLA, OSHA, etc.
- Manage Recruitment strategies of the program
- Handles and tracks all ETA-790 with assistance from Agent
- Handle all legal compliance issues involved in obtaining work visas
- Conduct and continually refine New H2A Employee onboarding
- Handle H2A employee issues regarding wages, workers compensation insurance, housing, transportation, etc.
- Conduct various administrative and record keeping activities
- Attend ongoing seminars and Industry association Meetings and seminars on Immigration and Guest worker topics

Qualifications:

- Familiarity with Pre-employment Drug Screening and Criminal Background Checks
- Highly organized, strong multi-tasker
- Ability to research and familiarize oneself with complex laws, regulations and programs along with the comprehension and execution of such items.
- Agriculture industry experience highly desired
- Excellent interpersonal/social skills
- Must be knowledgeable and proactive with current technologies

- Ability to work independently in a rapidly changing environment
- Ability to work under time pressure
- Excellent computer skills and proficiency with Microsoft Office products
- Excellent verbal and written communication skills
- Ability to adjust to changing priorities

If interested, please send your resume to Angie Radock at AngieRadock@watercress.com