

Position Title: HR ASSISTANT/ RECRUITER

BiRite Foodservice Distributors is a family-owned business, started in 1966. Presently, the Company has over 200 employees. We distribute dry and frozen groceries, fresh meats, chemicals, equipment and supplies to restaurants, hotels and institutional users throughout the Bay Area.

The HR Assistant/Recruiter position reports to the Human Resources Manager and will be responsible to manage the full cycle recruiting process for all open positions and perform administrative duties as assigned by the Human Resources Manager. The ideal candidate must be reliable and accurately follow instructions with the ability to multitask and adapt to fast-paced environment.

Major Duties and Responsibilities:

- Assist HR Manager daily administrative functions, record maintenance and provide clerical support.
- Support all internal and external HR-related inquiries or requests.
- Serve as point of contact with applicants and employees' inquiries.
- Full cycle recruitment process, including conducting orientation, onboarding new hires, and performing required employment background checks.
- Administer the completion of employees' benefit documentation.
- Schedule meetings, interviews, HR events and calendars.
- Maintain monthly Company directory and phone list.
- Coordinate training sessions and Annual Benefits Open Enrollment Meetings.
- Complete termination paperwork and exit interviews.
- Maintain HR files and I9 records/ eVerify.
- Other tasks as assigned by the HR Manager

Minimum Required Qualifications:

- 2 years of experience as an HR Assistant or Recruiter (preferred).
- Knowledge in employment laws a plus.
- Full understanding of HR functions and best practices.
- Highly organized, efficient, works well under pressure and can multi-task.
- Effective HR administration and people management skills.
- Excellent verbal and written communication skills.
- Excellent knowledge in Google Workspace (Gmail, Calendar, Drive, Docs, Sheets), Microsoft Office (Word, Excel & Outlook).
- Must be able to maintain confidentiality and be always diplomatic and professional.
- Ability to manage multiple projects, evaluate prioritize workload, and provide a high level of customer service while responding to changing deadlines.
- Spanish Speaker a plus.

Salary: DOE

Work Schedule: Monday-Friday, 8am to 5pm

Competitive packages include Health/Dental/Vision Benefits, Paid Holidays, Vacation, and Sick Time after 60 days of employment. 401(k) after 6 months of continuous employment.

Position: Full Time, Regular

BiRite is an Equal Opportunity Employer