



AG NEW MEXICO FARM CREDIT

DATE: June 19, 2017
POSITION: HR Generalist/Executive Assistant
LOCATION: Clovis, NM
SALARY: Commensurate with experience & qualifications

COMPANY PROFILE:

Ag New Mexico, Farm Credit Services, ACA is a rural lending cooperative that provides financing for agriculture, agribusiness and rural real estate. The organization is headquartered in Clovis and has branch offices in Belen, Clovis and Las Cruces, New Mexico. Ag New Mexico is part of the nationwide Farm Credit System, the nation's oldest and largest source of rural financing, which has been financing farmers, ranchers, and agribusinesses for over 100 years.

REQUIRED QUALIFICATIONS:

The Association is seeking a **HR Generalist/Executive Assistant** with a degree in Business or Human Resource Management or a related field, or equivalent experience plus three (3) to five (5) or more years of experience in a related field. Excellent computer, interpersonal, and communication skills are required.

JOB PURPOSE AND SCOPE:

Provides professional and administrative services for the employment section of the human resources department including personnel administration, recruiting, employee relations, records management and employee events coordination. Also provides professional and administrative services for the executive team and the Board of Directors. Performs advanced administrative and business support work of a highly responsible, sensitive, and confidential nature. Requires a high degree of tact and diplomacy due to the frequency of contact with senior management, the public and confidential information. Has considerable latitude for decision making. Works independently with only general guidance on a variety of special projects.

ESSENTIAL FUNCTIONS:

1. Advises employee and management personnel on the interpretation of personnel policies, programs and procedures.
2. Interacts with association hiring managers through coordination of job postings, organizing incoming resumes, communicating with candidates, and providing status reports to management. Ensures policies, procedures and employment laws related to hiring are followed.
3. Ability to recognize employee relations issues and engage appropriate resources.

4. Responsible for the human resources function at the association level including coordination on delivery of benefits, payroll processes, and other programs with the Farm Credit Bank and AgFirst. Performs reconciliation of approved leave requests with the time sheets being recorded.
5. Responsible for the Association's new hire and termination processing actions.
6. Manages the Association's service awards and employee recognition programs.
7. Responsible for all Association's workers' compensation reports and claims.
8. Responsible for all Association's FMLA tracking, EEO reporting, Affirmative Action plans, Vets 100, and ADA reporting and any other required reporting.
9. Maintains personnel records for Association employees and directors.
10. Originate, recommend, plan and execute general administrative procedures designed to improve efficiency, communications, interpersonal relations and workflow within the association.
11. Accepts and confirms commitments and itinerary plans for the Executive and Board. Maintains accurate schedules of the Executive and Board commitments and itinerary and coordinates travel arrangements to these commitments. Plans events as requested by directors or management.
12. Assembles and coordinates all correspondence and reports needed by the Executive when attending board meetings, committee meetings, conferences and other events.
13. Maintains all working files for the Executive and Board of Directors; routes documents received to the appropriate general file. Maintains confidentiality of all information marked or stated as "confidential," "personal" or otherwise classified.
14. Prepares Board meeting minutes, compiles Board materials and provides administrative support to the Board of Directors and the Executive Management Team as requested. Coordinates the preparation and monitoring of reports and other communications required for the Executive by the Board of Directors, FCA or other entities.

SKILL REQUIREMENTS:

General knowledge of office equipment and systems used for the storage and retrieval of business information. General knowledge of standard records management and file classification practices. Specialized knowledge of written correspondence principles. Ability to communicate/coordinate effectively with all levels of management as well as with outside vendors; Ability to exercise sound judgment, use discretion and maintain confidentiality. Ability to work with minimal supervision and to travel on a moderate basis. Skill in oral and written communication. Intermediate to advanced skill level in Microsoft Office applications.

WORKING RELATIONSHIPS:

Frequent interaction with association departmental staff, management and directors. Occasional interaction with association senior management staff. Occasional interaction with Farm Credit Bank of

Texas staff. Occasional interaction with area professionals who deal with the association in the normal course of business.

NOTICE:

Please be advised that there may be duties in addition to those above that will be required of the employee occupying this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the supervisor.

TO APPLY:

If you would like to be considered for this position, please send your resume and salary requirements or request for additional information to the contact below. All requested information must be provided in order to be considered for this position.

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AA/EOE/M/F/D/V