

A stable company within a successful niche market that continues to grow year over year, is seeking an experienced Bilingual HR Representative to join their team. The approachable, and mature candidate will enjoy assisting employees with all of their employment, benefit, and payroll related questions, will enjoy being a part of a close knit team environment, and will be responsible for translation company wide, both in document form and verbally, attending all company events. Currently the hours are up to 30 per week, with a flexible schedule; Friday's are a must. The ideal candidate will be open to full time hours at a later date as company needs may change. Prior experience within an HR department, and bilingual skills are a must, college degree highly preferred. PHR or SPHR a plus!

Interested applicants should contact Sarah Dove at [sarah.dove@sonoma.edu](mailto:sarah.dove@sonoma.edu) for details.