



F 5.3.1 JOB DESCRIPTION

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSITION: Payroll

DEPARTMENT: Administration

SUPERVISOR: Office Manager

AUTHORITY TO: ☐ HIRE/ TERMINATE ☐ DISCIPLINARY ACTION ☒ PURCHASE ☐ LEAD CONTINGENCY PLAN

COMPETENCIES

Education

- Engineering, bachelor's degree or a minimum of 1-year experience in a similar position

Training

- ERP (Enterprise Resource Planning)
- SQF (Safe Quality Food)
- 5 "S" Methodology Principles
- QMS (Quality Management System)
- GMPs (Good Manufacturing Practices)

Skills

- Computer skills (Windows / Microsoft Office)
- Bilingual 80% (English and Spanish)

Experience

- 1-year minimum in a similar position

ASSIGNMENTS/ ACTIVITIES

- Register new hires on IPAD
- Create a file on all employees
- Prepare Payroll weekly
- Maintain a clean work environment
- Assist supervisor as required
- Follow Company's Handbook policies to ensure a safe and healthy workplace

CERTIFICATE OF ACKNOWLEDGEMENT

I have reviewed the above Job description and certify that I understand and will follow accordingly and perform similar or other duties when requested by the department manager or managers.

Employee Name: _____

Date: _____



F 5.3.1 DESCRIPCIÓN DE TRABAJO

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSICIÓN:

DEPARTAMENTO:

SUPERVISOR

AUTORIDAD PARA: ☒ CONTRATAR/TERMINAR ☐ MEDIDAS DISCIPLINARIAS ☐ COMPRA ☐ GUIA DE PLAN PARA CONTINGENCIA

COMPETENCIAS

Educación

-

Entrenamiento

-

Habilidades

-

Experiencia

-

TAREAS / ACTIVIDADES

-

CERTIFICADO DE RECONOCIMIENTO

He revisado la descripción del trabajo anterior, certifico que entiendo, que seguiré como corresponde, y que realizaré tareas similares o de otro tipo cuando lo solicite el gerente o gerentes del departamento.

Nombre del Empleado:

Fecha: