

Assistant Produce Sales Coordinator

Produce grower broker office has an opening for an Assistant Produce Sales Coordinator in our **Watsonville, CA** office. Are you detail orientated and great with numbers? Are you fluent in Spanish & English? Are you outgoing enough to engage with our growers & sales team? Do you have a passion for teamwork and excellent customer service skills? If the answer is YES, a sales coordinator position at our Watsonville office is available. This is a 40 hour per week position.

Responsibilities:

- Coordinate with our farms to know what crops are available to pack & when. With input from our sales team, direct the grower on what crops are needed to fill orders. Candidate will be our connection to the grower through daily interaction.
- Manage and keep balance the perishable inventories stored in our many warehouses. Enter estimates, verify & received product at these same warehouses. Balance all warehouse inventories. Communicate with warehouse(s) to solve any inventory discrepancies.
- Dispatch orders to the correct coolers, receive product, ship orders, and send out customer passing's in a timely fashion.
- Manage a dynamic set of customer and sales team needs in a fast-paced environment; oversee product orders from loading to receiving & track product from harvest to the cooler.
- Work with our growers to administer a Weekly Projection Plan of all crops available for harvest as well as a long-term availability plan.
- Assist Sales with order entry, processing orders, certificates, inspections, etc.
- Assist with other clerical duties as needed.

Qualification requirements:

We are looking for a person with previous experience in an agricultural sales office or related experience. Ability to work well with numbers is essential as well as an ability to see problems and correct them. You must be fluent in Spanish & English.

Position requires individual to possess effective oral communication, effective written communication skills along with excellent phone skills. Be efficient with paperwork with close attention to detail. Excellent math skills required. Must be computer proficient and be able to work within the core Microsoft Office applications such as Outlook, Excel, and Word.

Must be well organized, analytic and results orientated. Be able to work in a fast paced and challenging environment and maintain your composure, having the ability to handle customer inquiries effectively and efficiently. **Office hours are Monday thru Friday 6:30 am to 3:30 pm.** We offer excellent benefits package which includes: Health / Dental / Vision Benefits, PTO, and 401k & Paid holidays.

PLEASE EMAIL YOUR APPLICATION TO: producejobs@gmail.com

_ No phone calls or office visits please. _

Job Type: Full-time

COVID-19 considerations:

To keep our office as safe as possible, we wear masks in the office, respect social distancing and regularly sanitize workstations.