RE: Produce Office Team Member-- Job Description

Job Description:

Baker Farms is a grower, shipper, packer and processor of leafy green vegetables. We are a rapidly growing company and are currently searching for an individual to join our team as a Produce Office Team Member. You will be assisting with produce sales and related customer interactions. These activities include but are not limited to fielding telephone and internet produce orders, entering those orders properly in our computer system, checking product availability and related office activities.

Responsibilities and Duties:

- Taking produce orders via telephone and email.
- Entering produce orders correctly on company computer system and various customer specific computer platforms.
- Performing packing shed supply inventory checks.
- Making excel spreadsheets for customer orders and supplies.
- Hiring and scheduling produce delivery trucks as needed.
- Providing superior customer service.
- Developing strategies to better service existing customers and develop new customer relationships
- Strong organizational skills.

Qualifications:

- General computer literacy, including being well versed in Microsoft excel and office.
- Excellent communication skills, both written and oral.
- Bi-lingual (English and Spanish) a plus, but not required.

*Resumes should be emailed to Attn: Miranda Cox (Human Resources Director) at miranda@bakerfamilyproduce.com.