



SCENIC FRUIT COMPANY

FRONT DOCK/OFFICE ASSISTANT

Scenic Fruit Company, a family owned company for over 80 years is the oldest berry processor in the Northwest. We are currently seeking an energetic and hard-working individual with a positive attitude to join our team during the fast paced and busy harvest season. This position is seasonal lasting from June through August. The hours vary from late nights and weekends to regular daytime business hours. Flexibility with these hours is a must.

Job Summary

- Weigh and check-in trucks, count, measure and tag crates and pallets correctly on the dock
- Process receipts using field plan and data by date
- Compile, copy, sort and file records/receipts and maintain organization in the office
- Answer phones in a professional and courteous manner and route calls appropriately
- Greet and process all site visitors in a positive, friendly manner and maintain visitor sign in/out
- Serve customers by answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status
- Operate office machines, such as photocopiers, scanners, fax machines, voicemail systems, personal computers and postage machine
- Order office supplies and production supplies
- Compute, record and proofread data and other information
- Perform data entry tasks
- Provide administrative support to office staff
- Contacting/interacting with growers for required documents
- Run Errands
- Work schedule is 5 to 6 days a week, 30 to 50 hours per week depending on harvest.

Qualifications and Requirements

- High school diploma or GED required
- Highly detail oriented
- Solid math skills are a must
- Strong verbal and written communication skills
- Ability to multi-task
- Ability to work autonomously and in a team environment
- Must be adaptable and have patience
- Must be dependable and reliable
- Must be able to take initiative and be proactive
- Intermediate experience with Microsoft Office Suite and Outlook
- Strong organizational and structured work style

Physical Requirements

While performing the essential functions of this job the employee is frequently required to talk, hear, sit, stand, walk, bend, stoop, kneel; and is occasionally required to climb, reach, balance, crouch and crawl; is frequently required to push, pull, lift and carry up to 20 pounds; and to maintain body equilibrium while bending at the waist or at the knees.

Work Environment

Work environment may be subject to climate conditions. Environment may be wet and can consist of temperature extremes and excessive noise levels. Employees will be required to adhere to general safety and food safety protocols. Attention to surroundings is crucial as it is a very busy manufacturing environment with a lot of forklift traffic.

To Apply: send resume and completed application to employment@scenicfruit.com

To perform this job successfully, an individual must be able to perform the job duties for this position and meet the physical requirements needed to perform them. Reasonable accommodations may be made for qualified individuals with disabilities. This job description is in no way a contract of employment. Employment at Scenic Fruit Company is for an unspecified period of time to be considered "at will".

Equal Opportunity Employer