



Job Title: Administrative Support

Job Description: Responsible for carrying tasks pertaining to office work

Reporting Structure: This position reports to the General Manager

Duties:

- ❖ *Have a working knowledge of computers and be able to navigate the Thyme inventory system*
- ❖ Organizing bill of ladings and bill out orders
- ❖ Assist the customer service team with answering phones taking and placing orders
- ❖ Be able to use a GPS system (Green Mile) to locate drivers and Coordinate delivery times
- ❖ Communicate with customers to make them aware of delivery times
- ❖ Gather all “issues of the day” or invoice changes and organize them into a spread sheet and email it to the appropriate staff
- ❖ Keep and organize an updated phone number list and send it out to the appropriate staff
- ❖ Knowledgeable of all Facility Security and Crisis Management Plans
- ❖ Perform related duties as required by supervision

Job Requirements and Definition:

- ❖ Work experience is sought after for this position
- ❖ Excellent organizational skills
- ❖ Experience on Accounting Software or similar software
- ❖ Capable of resolving conflicts with customers
- ❖ Excellent interpersonal and communication skills
- ❖ Be a team player

For any questions related to this or any other position,
feel free to reach out to:

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