ADMINISTRATIVE ASSISTANT

SupHerb Farms, the market leader in fresh frozen herbs and other specialty culinary products, has an opening for an Administrative Assistant in Turlock, CA. This position is responsible for greeting/routing customers, vendors, employment applicants and other visitors. Will also assist with general clerical duties and special projects as needed.

Essential Duties and Responsibilities: Includes the following. Other duties may be assigned.

- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel. Directs calls to main number to appropriate personnel.
- Matches sales orders to Bills of Lading for AR invoicing.
- Collates and mails AR invoices to customers.
- Matches AP with invoices and prepares for mailing to vendors.
- Freight sales order entry.
- Maintains the petty cash box.
- Retrieves and drops off mail at post office, sorts, affixes postage and opens/routes incoming mail.
- Orders office supplies.
- Files AP and AR invoices on a weekly basis.
- Performs general office administrative duties and assists AP with invoice entry as required or assigned.
- Other special projects commensurate with skill level.

Qualification Requirements and Preferences:

- High School diploma/equivalent and one to two years related administrative experience.
- AA Degree preferred.
- Excellent verbal and written communication skills required, as well as superior multi-tasking and organizational skills.
- Basic familiarity with Microsoft programs required.

We offer a competitive compensation and benefits package and a collaborative work environment. If interested, please send resume with salary history to:
hrrecruiting@supherbfarms.com

No relocation benefits offered.

AA M/F/D/V EOE