

Valicoff Fruit Company, Inc.

JOB DESCRIPTION

Job Title:	Front Desk Receptionist	Reports to:	CFO
Department:	Office	Supervises:	None

Job Summary: The Front Desk Receptionist is responsible for maintaining orderly front desk operations and assisting with various administrative duties as needed.

Job Schedule: Monday – Friday, 8am-5pm, with a 1 hr lunch break

Job Duties/Responsibilities:

- Assist office staff with tasks, projects and event coordination such as, but not limited to:
 - Data Entry (payroll, HR, NovaTime, Compu-Tech, etc)
 - Filing (invoices, employee files, Grower information, etc)
 - Employee onboarding (Ranch/H-2A & Warehouse)
- Greet and welcome visitors, answer questions, resolve issues and help direct visitors to the appropriate employee or area within the company in line with company safety policy. Ensure that all visitors sign the visitor log form and hand out visitor badges and safety equipment as necessary
- Answer multi line phones and direct them to appropriate department or take messages.
- Maintain the H-2A weekly hour spreadsheet & recruitment log
- Assist job seekers by directing to the appropriate manager or handing out applications as necessary
- Monitor the inventory of office supplies and assist in ordering new supplies and distributing them once delivered
- Assist, monitor and communicate with vendors making deliveries, pick-ups, or providing other scheduled services and route invoices or packing slips to the appropriate person or department
- Schedule outgoing package pickups (i.e. FedEx, UPS, etc.)
- Unlock and lock all office doors located on main floor at the beginning and end of each business day
- Must be available for flexible hours, overtime and weekends
- Other duties as assigned

Education & Experience:

- High school Diploma
- Administrative and receptionist experience preferred
- Experience in the agriculture industry
- Bilingual (English/Spanish) required

Equipment/Technology Skills:

- Working knowledge of Microsoft Office programs
- General office equipment, strong ability in typing and 10-key

300 North Frontage Road, Wapato, WA 98951

Phone: (509) 877-3995 Fax: (509) 877-3929

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Mental/Other Skills & Abilities:

- Must be accountable and reliable, with strong communication skills, and eager to learn and grow
- Ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation
- Ability to maintain focus for extended periods of time; ability to complete projects with resourcefulness; ability to use intuition and experience to complement existing data
- Ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary
- Ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations
- Ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions
- Ability to identify and/or prevent problems; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature
- Ability to complete duties, on time; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work
- Ability, in English and Spanish to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Some mathematical ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent

Physical Abilities:

- Ability to occasionally perform various activities that require; sitting, standing, walking, lifting, pulling/pushing objects, grasp & reach
- Ability to speak clearly & communicate with others in English and in Spanish
- Must have good vision
- Ability to occasionally lift 20 lbs. from floor/ shoulder level

Pre-Employment Requirements:

- None

Certificates & Licenses:

- Driver's License

Workplace Environmental Conditions:

- Ability to tolerate potential harsh weather conditions for short periods of time
- Controlled environment (Office)

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