**Sales Office Coordinator / Sales Assistant Position**

A family owned grower/shipper of berries, founded in 1979, Central West is a diversified vertically integrated company located in Santa Maria, Ca growing and selling Strawberries, Blueberries, Raspberries and Blackberries. This rapidly growing company specializing in conventional and organic berries and needs sales support to maintain the excellent customer service that has contributed to the sustained growth of the company.

**Responsibilities & Duties**

- Assist sales team with administrative tasks common to a centralized sales team, including managing order process and reporting needs.

- Manage accurate sales order data entry, order shipment and/or delivery verifications within the various software systems including Famous, EDI, and Ecommerce portals.

- Focus on orderly daily sales processes, responding to customer inquiries, assist with sales promotions, direct calls, and verify shipments or deliveries on a daily basis.

- Maintain reports and documents affiliated with harvest estimates and sales forecasting.

- Collaborative partnership with Sales Representatives.

**Qualifications**

- Strong organizational, time management and planning skills are necessary.

- This position works in a fast-paced, continually changing environment where teamwork and strong communication skills are required, both verbal and written.

- Detailed orientated

- Proficient in Microsoft programs (Excel, Word, PowerPoint) and information technology.

- Some weekend and overtime hours are required depending on operational needs and season peaks.