



Talley Farms is a third generation family-run grower, packer and shipper of premium quality fresh vegetables. We market our fresh produce to retailers, wholesalers, distributors and foodservice accounts throughout the United States, Canada and Mexico. We are accepting resumes for an opening as a Sales Support Internship in our Produce Sales Office located at 2900 Lopez Dr., Arroyo Grande, CA.

**Position: SALES SUPPORT INTERNSHIP**

**Term:** June 18, 2018 – November 16, 2018. End date subject to change depending on season duration.

**Hours:** June - August: 6:30am to 1:00pm Monday – Friday. (*Possibly later*)  
September – November: 6:30am to 3:00pm Monday- Friday  
Saturdays as needed: 6:30am to 10:00am

**Salary:** \$12.00 / hour

**Qualifications:**

1. Junior, Senior or Graduate standing
2. GPA of 3.0 or above
1. Strong mathematical and analytical reasoning skills
2. Strong attention to detail and accuracy
3. Strong knowledge and familiarity with Excel, Outlook, Word and Publisher
4. Ability to work and focus in a fast-paced environment
5. Verbal and written communication skills
6. Ability to positively interact with different personality types
7. General Office and Computer knowledge
8. Conversational Spanish a plus

**Job Responsibilities:**

1. Maintain, update, and reconcile daily/weekly excel spreadsheet of all sales orders, harvest projections, Ad commitments and inventories
2. Coordinate and effectively communicate all interactions between the sales office and: production managers, harvest foremen, shipping dock, packing shed and transportation companies
3. Heavy data entry and data reconciliation
4. Answer phone calls and interact with customers and vendors
5. Record daily sales volumes and quotes, harvest volumes by ranch for historical analysis and reporting
6. General office work and assisting other departments when needed

To apply, email your Cover Letter and Resume with the Subject line, "**Internship 2018**" to [todd@talleyfarms.com](mailto:todd@talleyfarms.com)

**Deadline, April 6, 2018**

Todd Talley  
Talley Farms  
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