



**Select Harvest U.S.A.**

## **Office Clerk / Scale Clerk** *(Full-time Seasonal)*

Orland, CA

**Hours:** 40 - 48 hours per week

**Days:** Monday – Friday / Occasionally a Sunday is required

**Wages:** \$13 - \$15 per hour, DOE

Select Harvest USA, we believe a quality product is achieved by quality people. Our departments are made up of quality employees with extensive experience in the almond industry. Employees with 15-20 years of experience in their industry in charge of departments like Marketing, Sales, Procurement, Processing, Quality Assurance, Logistics, Distribution and Customer Relations. A well-trained staff surrounds these people, and it is because of the impeccable quality and experience of our employees that Select Harvest USA has minimal turnover. At Select Harvest USA we are dedicated to employees who are passionate about teamwork, integrity, commitment and respect while providing a high quality product.

### **Job Duties and Requirements:**

- Weigh and verify trucks with incoming and outgoing product
- Must correctly issue weight certificates and enter data into computer system in an environment that is often fast-paced
- Must be able to scan documents, and file correctly
- Will be answering the phones, and greeting visitors
- Candidate must be computer literate
- Able to work an occasional weekend
- Able to use MS Word, and Excel
- Bilingual is a plus, but not required
- Must be able to work with attention to detail

**Deadline to Apply: July 31, 2019**

### **To Apply:**

Apply direct to employer – email resume or work history to [MReyes@selectharvestusa.com](mailto:MReyes@selectharvestusa.com)