



POSITION: APPOINTMENT LOADING COORDINATOR

LOCATION: SALINAS, CA

GENERAL PURPOSE OF THE JOB:

The Appointment Loading Coordinator will be responsible for scheduling pick up appointments at various locations.

KEY RESPONSIBILITIES

- Set up appointments in a timely manner and follow up with ETAs
- Expedite customer orders as requested
- Assist with any and all product issues
- Facilitate incoming and outgoing product deliveries
- Ability to communicate with different stakeholders (sales, shipping, truckers, dispatching departments)
- Ability to take on different duties at the same time
- Ability to work well under pressure
- Ability to prioritize workload

EDUCATION AND/OR EXPERIENCE:

- High School Diploma required
- Bilingual (English/Spanish) Required
- Ability to work occasional Saturdays and evenings
- Valid California Driver License
- Proficient in MS Office
- Data entry

WORK EFFICIENCIES

- Ability to work in a fast pace environment, excellent time management skills, self-motivated, attention to detail and accuracy, ability to multitask, great organizational skills, excellent customer service and interpersonal skills.
- Must have excellent interpersonal skills including the ability to negotiate and close sales.
- Availability to work a flexible schedule including early mornings and rotating Saturdays.
- Able to work in a respectful and professional manner with all levels of employees.

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Work onsite and meet position's attendance schedule, as required by the job.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

COMMUNICATION SKILLS

- Excellent communicator, both verbal and written.
- Ability to efficiently present information in one-on-one and small group situations to other employees, clients and customers of the organization.

The above statements are intended to describe the general nature and level of work being performed by employees in this position. This is not intended to be a specific list of all responsibilities.

APPLICANTS

Please send your resume to resumes@churchbrothers.com

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