

JOB OVERVIEW

JOB TITLE	Clerical Employee
DEPARTMENT	Wholesale/Mail Order Sales
LOCATION	Priester's Pecans Inc Office
REPORTS TO	Melissa Ellis

GENERAL JOB DESCRIPTION

Priester's Pecans, Inc. is seeking a hardworking, dependable office employee. In this position, you will perform clerical duties such as answering telephones, directing calls, placing outgoing calls, data entry of phone orders, typing, and light bookkeeping duties. Although there are no educational requirements for this role, you must have basic math and reading skills. Experience is ideal but not required.

DUTIES & RESPONSIBILITIES

Organize/file paperwork; Key wholesale and/or catalog phone orders into the computer system; Maintain a clean and safe workplace; Work well with others and share space, tools, and materials with other employees

EDUCATION & TRAINING

Experience preferred, but not required.

KNOWLEDGE & EXPERIENCE

SKILLS & ABILITIES

Physical Stamina; Basic math skills; Flexibility with work hours and job tasks; Willingness to learn; Ability to multitask; Must be able to work in an environment that uses ingredients that contain: peanuts, milk, eggs, tree nuts, wheat and soybeans.

WORKING CONDITIONS

WORK ENVIRONMENT	Office
HOURS / SHIFTS	40-hour work week minimum
SALARY	\$ per hour based on experience
BENEFITS	All regular employees are eligible to participate in our cafeteria-style benefit plan when they meet certain criteria. The cafeteria-style benefit plan includes the following programs in which an employee may or may not elect to participate: accident and health insurance, cancer insurance, disability insurance, and term life insurance.

OTHER

All full-time regular employees are eligible for one week of paid vacation after one year of service to the company. After three years of service to the company, as a full-time regular employee, you are eligible for five days of paid sick leave per year.