

## **Clerical / Dispatch at UNI-KOOL Partners in Yuma, AZ**

**Full Time – Temporary**

**Pay Rate: \$17.00 P/ Hour**

### **Job Description:**

- Must have experience in produce
- Efficiency in Famous System
- Knowledge in Microsoft Word/Excel
- Checking in / checking out
- Shipping, receiving, and transfers inventory
- Data entry
- Basic Office equipment knowledge; copier, scanner, fax, etc.)
- Answer multiple phone lines
- Works well-under pressure
- Night shift position **ONLY** (Monday – Saturday)
- Seasonal Position (**November – March**)
- New employees will be on a probation period

### **How to Apply:**

In person at 2210 E. 24<sup>th</sup> St Yuma, AZ 85365

Monday – Friday from 8:00 AM – 2:00 PM