

Intern - Job Posting: 4514010

Job Description

- Assist with duties such as answering and transferring phone calls, taking and distributing messages, faxing, scanning, and copying documents
- Directing employees, vendors, and visitors to the intended persons
- Sort, organize, and tally wash samples and scanning weight tickets
- Maintain office files and storage systems
- Update and maintain databases for Limoneira and ACP; input fruit received, weight ticket entries, sample entries, run truck driver reports, grove tracking, rate changes, and tractor time
- Retrieve information when requested
- Type documents, reports, and correspondence
- Monitor and maintain office supplies
- Keep office and work area clean
- Comply with all Safety and Food Safety rules and regulations
- Perform all other duties as directed by Management

Credentials Needed

EXPERIENCE:

Must have a high school diploma and at least six months of experience of working in an office environment

- Must be computer literate in Microsoft Office
- Must have a complete understanding of general office procedures and practices
- Must represent Limoneira in a professional manner (must display professionalism and politeness when speaking to affiliated growers, labor contractors, and colleagues)
- Bilingual in Spanish is preferred