

Receptionist/ Employee Customer Service Clerk at TAYLOR FARMS Southwest in Yuma, Arizona, United States

Job ID# 4768164 on www.azjobconnection.gov

Full Time - Permanent

Pay rate: \$15.00 - \$17.00 Hourly, DOE/DOQ

Job Description

Summary of Responsibilities: Responsible for covering and maintaining the reception area at the plant.

Essentials functions:

- Answer all incoming calls in a timely manner.
- Greet visitors/employees in a professional manner.
- Update and Record message greetings on company schedule line.
- Maintain filing system.
- Assist in a HR special projects.

Job Requirements

- Work independently with limit supervision.
- High School Diploma or equivalent.
- 2-3 years administrative experience in a front office environment.
- Bi-lingual/Bi-literate in Spanish required.
- Exceptional Customer Service skills.
- Proficiency in PC application such as Microsoft Word/Excel.
- Ability to maneuver around an array of equipment, bend, stoop and lift up to 40 pounds. Walk or stand for long periods of time.

(Notification required due to the Americans with Disabilities Act) The above job description; it is merely an outline of this position. There may be many other tasks you will be asked to perform.

How to Apply

Write an email using your own email program to FoodServicehr@taylorfarms.com

or

By phone at (928) 785-1000