

AMYCEL • MONTEREY MUSHROOMS • SPAWN MATE

NOTICE OF SALARIED POSITION

July 9, 2010

<u>TITLE</u>	Packing Analyst
<u>LOCATION</u>	Loudon
<u>SUPERVISOR</u>	Rusty Campbell, Packing Manager
<u>DATE OF OPENING</u>	Immediately

This is a full time, salaried non-exempt position with benefits.

Job Duties:

- Daily tracking of product inventory to ensure accuracy
- Daily tracking of shrink, overfill, dumped and/or reworked product, spillage and line waste.
- Create and communicate reports, graphs, and charts of packing dept statistics
- Tracking of efficiencies of packing lines
- Assist with Purchase of Packing Materials
- Packing budget preparation, analysis, and monitoring.
- Special projects as assigned.

Requirements

- Dependable, motivated, self-starter.
- Advanced computer skills & Analytical skills
- Proficiency in Excel a must, Microsoft Access skills Preferred.
- College credits desired, accounting classes a plus.
- Good written and verbal communication skills as well as good interpersonal skills for effective communication with all depts.
- 3-5 years office work experience desired

For additional information or to apply for this position, contact Joanna Richardson at jrichardson@montmush.com or call 865-458-4611 ext. 1822