

AMYCEL • MONTEREY MUSHROOMS • SPAWN MATE

NOTICE OF SALARIED POSITION

June 8, 2010

TITLE: Sales Coordinator

LOCATION: Loudon, TN

REPORTS TO: Wayne Free

DATE OF OPENING: Immediate

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

Responsibilities

- Provide excellent customer service: be a problem-solver
- Take and process phone orders & address any customer issues
- Point person for all replenishment and technology issues
- Conduct Customer analysis reporting
- Assist with customer reports and customer scorecards

Requirements

- Excellent and professional communication and interpersonal skills to successfully interface with customers, vendors and co-workers
- Able to work effectively and efficiently while under pressure and in a fast paced environment
- Must be accurate, detail oriented, organized and dependable
- Proficient in Excel & Powerpoint
- Basic writing skills
- General office and data entry experience preferred
- High School graduate or equivalent; relevant college courses a plus

For additional information or to apply for this position please contact:

Monterey Mushrooms, Inc.
Attn: Human Resources Department
19748 Hwy 72 North
Loudon, TN. 37774
865-458-4611
865-408-1870