

**AMYCEL • MONTEREY MUSHROOMS • SPAWN MATE**

**NOTICE OF SALARIED POSITION**

**August 19, 2008**

<b><u>TITLE</u></b>	Administrative Assistant - Distribution
<b><u>LOCATION</u></b>	Temple
<b><u>SUPERVISOR</u></b>	Irvin Platt, Distribution Manager
<b><u>DATE OF OPENING</u></b>	Immediate

This is a full-time, non-exempt position. This position interacts with customers and requires a high level of interpersonal skills.

**Responsibilities**

- Administrative duties of record keeping and filing in order ensuring the smooth and effective operation of the department.
- Daily collection and processing of driver trip paperwork.
- Process weekly Driver payroll.
- Maintain Truck Detail Maintenance in AS/400 Portal to include Driver Logs, Truck & Trailer Stats, Back Hauls, and etc.
- Maintain Master files in AS/400 Portal to include Routes, Carriers, Driver Pay, & Equipment.
- Process and maintain back haul bill of ladings for invoicing.
- Maintain all driver file records to insure compliance with DOT requirements.
- Comply with all HACCP and GMP standards.
- Observe and practice all safety and housekeeping procedures.
- Perform other job duties as assigned by supervisor.

**Requirements**

- High School diploma and some college desired.
- General knowledge of the trucking/distribution industry.
- Basic PC skills to include word processing and spreadsheet.
- MS Word and Excel preferred.
- Possess customer service and telephone skills.
- Some mechanical aptitude or knowledge of trucks.

For additional information or to apply for this position, contact Erica Fernandez at (610) 929-1961.