



**Sales Assistant
Wilmington, DE**

Dayka & Hackett LLC is a leading grower, packer, shipper and importer of fresh fruit to North American supermarkets and club stores. The company specializes in global sourcing of table grapes, citrus, tree fruit, mangos, kiwi and Asian pears from Brazil, California, Chile, Mexico, Peru and Uruguay. Dayka & Hackett LLC maintains offices in Wilmington, DE and Edinburg, TX with headquarters in Reedley, CA. We are currently seeking a skilled sales coordinator to become part our highly successful Wilmington, DE sales office.

Job Description: Work closely with and support select senior members of our sales team to ensure optimal performance and customer satisfaction. Develop a deep and thorough understanding of the sales and order process.

Job Duties:

- Enter manifests; track containers and cargo
- Inventory management and allocation
- Provide attentive support to key salespeople including answering phones, maintaining records, inputting orders and assisting in the order process
- Utilize various customer EDI programs including Grocery EC, ITrade & Foodlink
- Assist with transportation including securing transfer trucks, negotiating rates, scheduling customer trucks/appointments and following up on trucks for successful on time delivery
- Effectively communicate and collaborate with other departments, related companies and third-party vendors
- Represent the company and network at occasional events in a professional and positive manner
- Maintain accurate records and filing
- Prepare and manage reports on behalf of assigned senior staff members
- Develop a deep understanding of Famous Software and its capabilities

Requirements:

- Must be punctual, reliable and have a positive attitude
- Possess excellent communication, interpersonal and teamwork skills
- Thrive in a high-pressure environment
- Willing and able to follow-up, dig into details and find solutions to time sensitive matters
- Superior organization, planning, multitasking and prioritizing skills
- Solid computer/technical knowledge and able to effectively use MS Office suite products
- Famous Software knowledge preferred
- Assume additional responsibilities and/or projects as needed
- TWIC Card or TWIC Card eligible

Compensation:

- Competitive pay
- Company paid medical, dental and life insurance
- Vacation and paid time off
- 401(k) programs with employer contribution
- Bonus plan