



Open Position: Sales Coordinator

Location: Ventura, CA

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 the global sourcing of table grapes, citrus, tree fruit, avocados, mangos, kiwi and Asian pears from Brazil, California, Chile, Columbia, Mexico, Morocco, Peru and Uruguay. Dayka & Hackett LLC. maintain offices in Wilmington, DE, Edinburg, TX and Ventura, CA with headquarters in Reedley, CA. Dayka & Hackett LLC. is currently seeking a skilled Sales Coordinator to become part our new Ventura, CA office.

Job Description: The Sales Coordinator is responsible for helping the sales team by answering incoming calls, entering orders, and assisting customers with their needs.

Job Duties:

- Support the Sales team in the following:
 - Order entry
 - Act as an extension of the sales team when they are away from the office
 - Provide customers updates on their orders
 - Communicate with customers via phone and email
 - Send order passing's as requested by customer or sales team
- Answer incoming customer phone calls by
 - Aiding the customer
 - Redirecting the appropriate salesperson
- Perform administrative functions
- Help analyze data in terms of forecasting or customer ordering trends

Requirements:

- Professional phone communication skills
- Proficient in Microsoft Office Applications
- Detail oriented

Education and Experience:

2 + years in a Customer Service role

Travel:

Occasional travel may be expected for this position.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Compensation:

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

For consideration please submit your résumé to: careers@daykahackett.com