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GENERAL OFFICE CLERK

Coast Citrus Distributors DBA: Coast Tropical is a major wholesaler of fruits and vegetables in the United States and Mexico. We provide a comfortable and casual working environment. We are looking to fill a position in our Princeton, Florida office.

Operates a switchboard handling incoming, outgoing or intra-company calls. Gives routine information to public. Performs receptionist and accounting clerk duties. Bilingual (English/Spanish) is a must.

General Functions and Specific Responsibilities

- Answer and direct incoming calls.
- Receive and deliver phone messages.
- Perform data entry for accounting department.

Other duties may be assigned.

Essential Qualifications

- Employee must be able to work in a fast pace environment.
- Capable of handling multiple tasks.
- Must be able to manage multiple line phone system.
- Good interpersonal skills.
- Fast and accurate data entry.
- Operate a 10 key by touch. Fast and accurate data entry.
- The ability to interact effectively with co-workers;
- The ability to understand and follow policies and procedures;
- Strong MS Office skills (Word & Excel).

Experience or Knowledge of the following are a PLUS!

- Knowledge of U.S. and international currencies.
- Knowledge of international incoming and outgoing logistics.
- Knowledge of inventory.

Great Benefits

- 100% Company paid Health and Dental insurance for employee and dependents.
- Eight paid holidays per year.
- Paid sick and vacations days.
- 25% match on 401k contributions.
- Profit Sharing Plan.

Please send your resume with Cover Letter **AND Pay History to:**

Coast Tropical
Attention: Human Resources
jobs@coasttropical.com