

AMYCEL / MONTEREY MUSHROOMS / SPAWNMATE



NOTICE OF SALARIED POSITION February 9, 2012

Job Title: Distribution Coordinator #1
Location: Morgan Hill, CA
Reports To: Western Region Logistics Manager
FLSA Status: Salary, Non- Exempt

Summary:

This position is second shift and will serve as a primary point of contact in the evening for drivers, equipment providers, contract carriers, external customers and internal departments regarding the coordination of freight, LTL and backhauls from and between MMI facilities and MMI customers. Invoice and reconcile freight bills for weekly shipments including LTL and MMI shipments. Provide pertinent data for weekly and monthly reports. Assist in overseeing driver related tasks, including but not limited to: driver routes, driver logs and payroll. Serve as primary point of contact to LTL customers regarding routing, pickup and appointment scheduling. Responsible for communicating LTL and shipment information out to all pertinent MMI departments. This position may be located at the MMI Royal Oaks or Morgan Hill facility and could change to meet business need.

Essential duties and Responsibilities:

- Coordinate the routing of freight from and between MMI facilities and MMI customers, this includes: mushroom, backhaul and LTL orders
- Assist in facilitating driver schedules, routes, payroll, logs, and DOT compliance
- Serve as a point of contact for internal and external freight customers
- Assist in overseeing the maintenance of driver equipment
- Meet customer SLA's through consistent tracking of MMI freight lines
- Assemble and communicate freight orders and modifications to specified departments
- Cross train in all Distribution Department functions to serve as backup for other positions
- Perform all requirements for sanitation, GMP/HACCP standards, hairnets where required and personal hygiene procedures
- Shared and On- Call duties

Knowledge, Skills, & Abilities:

- Must possess a commitment to exceeding customer SLA's and delivering the highest level of customer service
- Flexible, multi-tasked, comfortable in a high paced, high stress, volatile environment
- Ability to effectively communicate and follow through with all professional and management levels
- Confident working independently, making data-supported decisions
- Detail oriented with ability to effectively organize and prioritize

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- Ability to learn within 6 months current DOT requirements
- Must be available to work nights and weekends

Education and/or Experience:

1. High School diploma or equivalent required, some college coursework desirable
2. 1-3 years of warehouse or technical office experience required
3. Prior customer service experience required
4. Prior distribution experience preferred
5. Excellent computer skills, usage of Microsoft office suite, Publisher, Lotus email

Required Documents for consideration for this position:

An Employment Application and Resume can be mailed to Attention: Faviola Rocha, Monterey Mushrooms, 260 Westgate Drive, Watsonville, CA. 95076 or e-mailed to frocha@montmush.com

To print an Employment application go to www.montereymushrooms.com

All Salaried positions must be posted on the company bulletin board for a minimum of 7 days prior to external recruitments. External candidates must complete an employment application for consideration of the open position.