

Administrative Support Aide

Processing Tomato Advisory Board - Davis, CA

Job Summary

This position provides support to the Processing Tomato Advisory Board's administrative staff. The administration office is comprised of Human Resources, Safety and Training, Payroll, Accounting and Database Reporting. The candidate will need to assist in all these areas. A strong business background is preferred. **The position is full-time, seasonal (8-9 months) with a possibility of becoming full-time.**

Typical tasks include data entry, filing, answering phones, responding to requests from processors and growers in a timely and efficient manner, editing documents and manuals, auditing various documents and data entry, assisting with payroll,

The candidate must live near Davis, CA. Must be willing to occasionally travel to meetings and work overtime, weekends, or after hours if needed.

Minimum Qualifications

Experience:

1. Experience providing high level of customer service
2. Experience in accounting procedures or working with numbers in a program such as Excel

Knowledge/Skills/Abilities:

1. Possess fundamental written and oral communication skills
2. Ability to communicate effectively both in person and over the telephone
3. Ability to understand standard office procedures
4. Possess good organizational and record keeping skills
5. Knowledge and ability to perform basic mathematical calculations
6. Ability to perform clerical tasks of a routine nature
7. Ability to work collaboratively in a team environment, be punctual and dependable.
8. Knowledge and ability to use standard office equipment such as PC computer, copier, fax machine, multi-use phone system
9. Knowledge and ability to use standard software programs such as Word, Excel, PowerPoint.
10. Ability to maintain confidentiality

Desirable Qualifications

1. Knowledge of Microsoft Dynamics or similar accounting software.
2. Bachelor's degree or equivalent in experience
3. Knowledge of PTAB's policies and practices
4. Knowledge of the Agricultural industry

Eligibility Verification

Candidates will be required to provide official transcripts of their highest degree earned and must furnish proof of eligibility to work in the U.S. Candidates will also need to pass a drug test and have a health questionnaire approved.

Job Type:

- Full-time, Seasonal (Mon-Fri)

Salary:

- \$23 to \$28 per hour

Job Location:

- Davis, CA

Required Education:

- Bachelor's degree or equivalent work experience in an office job

Required language:

- English

Email your [application](#), resume, and references to info@ptab.org or mail to PO Box 1800, Davis, CA 95618. Final filing date August 1 or until filled.

If you need an accommodation for the interview, please let us know.