

Job Title: Sales Operations Specialist

Location: Bakersfield, CA

Company: Allied Potato, Inc. (Division: Chipper, Inc.)

Type: Full-time Preferred

Job Summary:

We are seeking a detail-oriented Sales Operations Specialist to join our team. This role will primarily focus on processing customer orders, maintaining updated distribution center and farm schedules, and providing backup support for accounts payable and receivable. The ideal candidate will have above-average Excel proficiency and strong organizational skills to handle multiple duties.

Key Responsibilities:

- **Order Processing:** Accurately process customer orders in a timely manner, ensuring all details are correct and complete.
- **Schedule Management:** Maintain and update the distribution center and farm schedules to ensure seamless workflow.
- **Administrative Duties:** Assist with various administrative tasks as needed, such as data entry, report generation, inventory tracking, and coordinating communications within the team.
- **Financial Support:** Provide backup support for accounts payable and accounts receivable functions.
- **Collaboration:** Work closely with team members and across departments to facilitate smooth operations and address any customer inquiries or issues.

Qualifications:

- High school diploma or equivalent; additional education in business administration or a related field is a plus.
- Proven experience in an administrative role, preferably in order processing or finance.
- Strong proficiency in Microsoft Excel, including the ability to create and manage spreadsheets.
- Excellent attention to detail and organizational skills.
- Ability to manage multiple tasks and prioritize effectively.
- Strong communication skills, both written and verbal.
- A proactive and adaptable approach to problem-solving.

What We Offer:

- Competitive salary and benefits package.
- A supportive and collaborative work environment.

If you are a motivated individual with a keen eye for detail and a passion for supporting operations, we encourage you to apply!

To Apply: Please send your resume and cover letter to heidi@alliedpotato.com with the subject line "Sales Operations Specialist Application."