

DW Richard Sons

Food Service Distributor

Established 1906

701 Rocky Glen Road • Avoca, PA • Phone: 570.457.5424 • www.dwrichards.net

DW Richards Sons, Inc., a food service distributor in Moosic, PA is looking to fill the following position:

DATA ENTRY / SALES

HOURS: 5 am - 1:30 pm

Schedule: Monday - Friday

Saturdays 5 am - 9 am (work every third Saturday)

DUTIES:

- Responsible for data entry of invoices for customers.
- Strong typing and data entry skills.
- Multi-tasking.
- Fast paced environment.
- Proof-reading. Compare information entered with invoice created. Delete errors and re-enter correct data / information.
- Ability to work independently.
- Other duties as deemed necessary during shift.
- Receiving inventory coding.
- Pre-coding pick tickets.
- Answer incoming calls quickly with professionalism.
- Satisfy customer concerns quickly.
- Review weekly sales activity reports.
- Offer daily specials to increase order size.
- Consult customer purchase history reports in effort to build order size.
- Understand position is sales driven (not order taker).
- Contact non-active customers in effort to restart sales.
- Call customers daily with backorders.
- Mail flyers.
- Fax and email weekly prices.
- Mail order guides.
- Maintain sales responsibilities of current customer lists.

BENEFITS:

- One week paid vacation after one year of service.
- Two weeks paid vacation after three years of service.
- Three weeks paid vacation after ten years of service.
- Four personal days.
- Six paid holidays (Christmas, New Years Day, Thanksgiving, 4th of July, Memorial Day, Labor Day).
- 401K after one year.
- Direct deposit.
- Employee discount.