



when food safety counts

Administrative Coordinator **Full-Time Position in Lakeland, FL**

For complete resume consideration, please answer all questions in the following link: <https://hire.li/c9e9ec9>

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Intro to PrimusLabs: For over three decades, PrimusLabs has been providing service to the fresh produce sector in food safety audits and food testing. We offer the most extensive range of microbiological testing services available to agricultural and other food industries. We test products produced both domestically and abroad. PrimusLabs is a private, independent laboratory comprised of multiple nationally recognized laboratories throughout North America.

General Description: We are seeking an administrative dispatch coordinator to join our team-oriented environment of food professionals. This individual's primary responsibility will be to provide exemplary customer service. They will assist the lab with administrative duties such as customer service, dispatching service providers, data entry, sample scheduling/receiving/processing, and fielding phone calls at the lab.

### **REQUIREMENTS:**

- Professional customer service
- Data entry accuracy and multitasking
- Flexible Schedule (Days, Nights, Weekends, Holidays, OT)
- Excellent telephone & written/verbal communication skills
- Proficient with computers & Microsoft Office
- Excellent organizational & time management skills
- Self-motivated
- Touch typist 35 WPM +
- Quick to learn
- Bilingual (English/Spanish) a plus

### **RESPONSIBILITIES:**

- Coordinate & prioritize office duties
- Receive & dispatch incoming phone calls
- Customer support
- Receive, process and review samples from various locations
- Schedule/Coordinate & Dispatch service providers
- Assist other departments as needed
- Fulfill duties assigned by management
- Cross-Training with Lab and Sampling Services

Compensation: The hourly wage is \$15-\$17 depending on the candidate's qualifications and experience. PrimusLabs offers medical, dental, life, and LTD coverage for full-time

employees, along with other benefits such as 401K (with employer match), vacation, and sick leave. Training is provided.