



Job Title: Sustainability and Safety Assistant
Department: Marketing
Reports To: VP of Marketing and Brand Strategy
This is a Non-Exempt Hourly/Fully Benefited Position

In addition to the Essential Functions and Competencies referred to in this job description, each of us is expected to live by our shared values and strive to build a strong culture within Chelan Fresh.

Respect – Integrity - Positive Attitude – Accountability – Teamwork – Ethical – Innovation

JOB SUMMARY: This position is responsible for the day to day office administrative duties for the Sustainability and Safety program that is related to ensuring packing facilities and orchards maintain strict regulatory compliance, minimize environmental footprints, and protect worker health, including interacting with various agency and partner websites related to the same.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collect and organize sustainability and safety data.
- Support reporting programs (Gigaton, THESIS, CDP, etc).
- Assist with the Annual Sustainability Report.
- Maintain documentation and tracking systems.
- Assist with Food Safety and workplace safety compliance tracking.
- Support audits and corrective actions.
- Help coordinate mock recalls and safety trainings.
- Track certification requirements.
- Assist with customer reporting.
- Support supplier questionnaires.
- Help manage consumer feedback.
- Coordinate with internal teams.
- Support collaboration across departments.
- Track sustainability and safety goals.
- Prepare communication materials.
- Support partner engagement.
- Coordinate tours and presentations.
- Support sustainability and safety initiatives.
- Track metrics and KPIs.
- Provide administrative support.
- Arrive and depart work on time.
- Good attendance and available to work flexible hours.
- Exhibit a high level of initiative, effort, and commitment towards servicing our business.
- Answer telephone calls, convey messages, and monitor the flow of e-mail.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess intermediate knowledge of computer systems, including typing proficiency. Proficient in Microsoft Office Suite and vendor/partner interactive websites.
- Ability to perform computations such as addition, subtraction, multiplication, and division correctly.
- Outstanding organizational skills and attention to detail of the organization as well as with external partners
- Analytical skills for problem solving.
- Maintain flexible attitude and approach towards assignments and successfully operate under ambiguous guidelines.

EDUCATION/EXPERIENCE

- 1-3 years of office administrative assistant, secretarial, or clerk experience preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Minimal to light physical effort is generally required in performing duties in an office environment. This position requires the ability to operate a computer keyboard and standard office equipment at efficient speed.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified. When duties and responsibilities change and develop, the job description will be reviewed and subject to changes of business necessity.