Twin River Produce
Office Manager - Internship

Contact: Spencer Weijohn (Spencer@sorbatto.com)  
Reports To: Terri Weijohn

Location: 1520 W Wapato Rd, Wapato, WA 98951  
Type: Paid Internship

Dates: June 10 - Aug 31 / Day Shift available.  
Pay: Paid

Internship Program
- A summer intern for Twin River Produce will uphold the values, mission, and vision of Twin River Produce. Will value hard work and effectively complete their assigned duties. Will be flexible to the needs of the organization. Will strive to conduct themselves with integrity toward guests, clients and in the surrounding community.

Job Summary
- The Office Manager is responsible for payroll, payroll taxes, pay bills, possible balancing budgets, and any other clerical tasks required in the office. They will keep a clean work space. They will be working very closely with all other areas of operations in their warehouse and need to be able to assist in a wide variety of tasks.

Essential Job Functions/Duties
- **Strategic Initiatives:**
  - Creates and maintain a productive and friendly work environment.
  - Maintains clear and open communication with other managers, bosses, and crews.
  - Keeps track of monthly budgets and communicates with applicable parties.
  - Directs guests to appropriate areas and notifies forklift workers when truckers arrive.

- **Daily Duties:**
  - Pay bills and balance budget
  - Issue payroll checks
  - Pays payroll taxes
  - Works with food safety requirements
  - Other duties as applicable or requested

- **Leadership Role:**
  - Maintaining an example of professionalism and curtesy.
  - Helps to train in other employees
  - Monitors work performance of employees for compliance with our mission statement and ensures proper attendance, punctuality, and effectiveness.
  - Works with other management to document and correct poor behaviors of employees using disciplinary action if needed.

Education and Experience
- Minimum 1-year of college experience.
- Currently pursuing a Business or Accounting degree.
- Proven track record of effective experience, judgment, collaboration, learning, and good character references.

Credentials/Licenses/Certifications
- Valid documentation to work in the United States
- Valid driver's license.
• Conversational Spanish a plus.