

## **Sales Support**

**Earth Source Trading Inc.**, a subsidiary of Four Seasons Produce Inc., is searching for an office professional to provide sales and marketing support. Core responsibilities include: sales order entry, assisting with marketing initiatives and creating & updating reports. Qualifications include: high level of proficiency w/MS Word, Excel, Outlook & Publisher; strong verbal and written communication skills; attention to detail and the ability to multi-task; HS Diploma or equivalent. A successful candidate should enjoy working in a fast-paced team environment. Earth Source Trading Inc., offers competitive wages and excellent benefits including: medical, dental, vision, life insurance, short-term disability, 401(k) plan and paid time off. Qualified candidates can e-mail a resume to [angelo@fsproduce.com](mailto:angelo@fsproduce.com) or fax to 717 721-2548.

