



**Rincon-Vitova**  
**Insectaries, Inc.**  
Biological Solutions for Pest Management

## **Job Announcement** **Shipping Clerk**

**Seasonal Internship**  
**7-Month Full-Time or Part-Time**

*Rincon-Vitova Insectaries, a 65-year-old incorporated family business whose purpose is to replace toxic pesticides with beneficial insects and supplies for biological pest control welcomes you.*

*We all work together to serve our customers learning how to manage pests without toxic pesticides.*

*We specialize in supplying farmers, landscape maintenance professionals, and pest control service providers. If you want to belong to a team that does that well every day, this company's a great fit for you.*

*Our customers manage pests on landscapes and farms and as a service for businesses, institutions and agencies. If you have experience supplying this type of client – or want that experience – this role will be a great fit.*

*You will love it here if you have:*

- *Commitment*
- *Frank and friendly openness*
- *Optimistic and resilient leadership*
- *Thorough awareness*
- *Collaborative teamwork*

*You'll love coming to work every day if you get, want, and have the capacity to:*

- *Prepare, package and process for shipment our insect and natural pest control products*
- *Assist with customer service and accounts receivable*
- *Receive deliveries*
- *Maintain orderly inventory*
- *Order supplies*

*You'll have success with us if you value clear processes and feel qualified to do the following things:*

- *Read and categorize packing lists*
- *Package and process for shipment using our shipping software*
- *Use the phone and email to help customers with their orders*
- *Glue insect eggs on cards &/or place in bags or containers*
- *Invoice shipped orders using Quickbooks online*
- *Communicate with shippers and suppliers*

*We train our team to help them succeed, and everyone on our team helps in our success. In this role, you'll be accountable to achieve and report number goals each week, such as:*

- *100 packages shipped*
- *100 invoices emailed*
- *Zero mistakes on shipping labels*

*If you want to come to work, learn, and contribute toward our goals, you'll be recognized and rewarded.*

*As a member of our team, you will have a leader who:*

- *Gives clear directions*
- *Follows up to see that expectations are understood*
- *Makes sure you have the necessary tools*
- *Acts with the greater good in mind*
- *Delegates appropriately*
- *Takes time to truly understand your role and how you can help the company*
- *Communicates well*
- *Has effective team meetings*
- *Meets one-on-one with you as needed*
- *Rewards and recognizes your performance*

*A little more than half of these processes require standing and walking, the rest at a desk. Very occasional lifting is required for up to 30 lbs. The workroom temperature goal is below 70°F. Outside air occasionally carries dust and other irritants that may affect very sensitive people. We have room air filters.*

### ***For More Information and To Apply:***

*Please email your resume and an expression of interest to*

*[Jan@rinconvitova.com](mailto:Jan@rinconvitova.com) & [Brett@rinconvitova.com](mailto:Brett@rinconvitova.com)*