BROETJE ORCHARDS

Job Description – Information Systems Coordinator*

Broetje Orchards is seeking an experienced Information Systems Coordinator to help manage the company's business software systems. Coordinator must be willing to learn, understand and utilize multiple software systems across multiple departments. Position requires hands-on experience managing, trouble-shooting, and launching multiple business software/hardware systems and projects. The ideal candidate will have experience with Famous software or other produce-related software. The candidate should be an independent, motivated self-starter who values working in a "team" setting. Communication and teamwork are key skill traits. Formal education, training and working experience in the area of Information Management Systems, or other related field is required. Bilingual communication skills are a plus. This is a year-round position located near the Tri-Cities. Some travel is required to service additional growing areas near Benton City and Wallula. This position reports to the Broetje Orchards Business Manager.

Broetje Orchards is one of the largest family-owned and operated tree fruit companies – growing, packing, shipping, and marketing over 6 million boxes of apples a year. Our mission to be "*a quality fruit company committed to 'bearing fruit that will last'*" (Jn 15:16 NIV) is grounded in a "servant leadership" management approach. Broetje Orchards pursues a socially responsible business agenda, promoting social, economic and spiritual development opportunities for all of our employees and families.

*The specific job responsibilities and duties may shift and change over time depending on circumstances. The employee will need to be aware and supportive of this evolving process.

Strategic responsibilities include:

- Accountability: model and promote Broetje Orchards' mission, vision, and core values of love, community, respect, compassion, and purpose.

- Technical Experience: managing, trouble-shooting and launching multiple business software/hardware systems and projects

- Leadership: work as a valued team member, provide efficient and timely technical support, and serve as a positive role model for other team members.

- Coordination: assist the Information System department and the Business Manager to provide the staff members with excellent customer service and timely solutions to their hardware and software issues.

- Communication: ensure constant and informative communication between all employees and outside partners; develop and implement record keeping and reporting systems to assist the Information Systems department.

Specific Duties include:

- Serve as the primary person to resolve hardware and software issues, willing to troubleshoot and problem solve efficiently and effectively

- Learn and understand the company's inventory/accounting software system, Famous, in order to address questions and needs

- Capable to learn multiple department objectives to help address and launch hardware/software projects
- Coordinate a thorough training program for staff members so they improve their understanding and maximize their abilities to use the suite of software products
- Must be an excellent communicator, written and verbal
- Work with the Business Manager and the Accounting Manager to identify and implement innovations and key strategies to ensure continued growth and success
- Assist as needed to support IT Systems of other organizations affiliated with Broetje Orchards
- Provide coaching and mentoring to team leaders to reinforce the company's missions and objectives
- Present a continuing education plan annually to remain current on emerging technologies and new practices being developed
- Configure and manage a diverse network system

Desired Qualifications/Requirements:

- Strong written and verbal communication skills
- Working knowledge and experience in Information Technology systems, including networks, personal computers, software and other peripherals
- Knowledge of Network Exchange Server, Microsoft Software Operating Systems and Software Packages
- Willingness to learn and understand the Famous software system
- Working knowledge of data communications protocols and applications
- A basic understanding of production warehouse operations is helpful
- Enjoy troubleshooting and solving hardware and software issues
- Capable to work independently and as a contributing team member
- Ability to implement projects under pressure
- Working experience motivating and leading teams in a positive, thoughtful manner
- Proficiency in English and Spanish, a plus

Educational Qualifications

Bachelor degree from a four-year college or university, or 2-4 year certificated training program in Information Systems Management and/or practical working experience to include Windows Operating System, Windows Server, and Famous. Network Certification would be helpful. Hands-on work experience is also required.

Application process: Send the following documents: 1) Cover letter; 2) Resume; 3) Two professional-related references to Lucy Cartagena at 1111 Fishhook Park Road, Prescott, WA 99348 or lucyc@firstfruits.com. Deadline for application: February 26, 2015.