

Agency Services Administrative Assistant

Tri-State Food Bank, Inc.

Classification: Part-time (20 hours/week), non-exempt

Department: Operations

Reports to: Agency Coordinator

Job Summary

The Agency Services Administrative Assistant is generally the first point of contact for member agencies and will liaison between agencies and the distribution center. This position is responsible for processing food orders from agencies and inputting information into the inventory system. The Agency Administrative Assistant works closely with both the Agency Coordinator and the Operations Department.

Duties and Responsibilities

- Generate food orders to be sent to warehouse staff for staging & loading, and complete necessary paperwork for processing orders.
- Keep appointment schedule for all agencies and assists with coordination and scheduling of deliveries.
- Fax and email blank order sheets and receives completed agency orders.
- Open daily mail and complete the check register.
- Answer incoming calls and direct them to the correct point of contact.
- Assist visitors to Tri-State Food Bank.
- Assist USDA Coordinator by ensuring monthly reports from USDA agencies are received in a timely manner.
- Maintain agency records, ensuring files are current, and contain accurate information.
- Assist in scheduling agency conferences and training.
- Supply agency reports to leadership as requested.
- Maintain agency office files.
- Establish favorable public relations to represent and promote the Tri-State Food Bank.
- Perform other agency-related and administrative duties as assigned by leadership.

Qualifications

A deep commitment to the mission of Tri-State Food Bank to end hunger in our community. Must have a high school diploma or GED equivalent. Must have a valid driver's license and carry insurance on personal vehicles and be insurable by Tri-State Food Bank. Must be willing to undergo drug testing. Must be of good character, have a strong work ethic, maintain a professional demeanor at all times, and be a self-starter. Must be able to take direction from management and work well with diverse groups of people. Must be proficient in using Microsoft Office programs (Word, Excel, Power Point, Outlook), Google programs (Gmail, Google calendar), and using inventory management systems.

To apply: Send cover letter, resume, and completed job application to: TSFB Agency Services Administrative Assistant Search, Attn. Heather Owens, Agency Coordinator; 801 E. Michigan St., Evansville, IN 47711