



## JOB DESCRIPTION

JOB TITLE: Administrative Associate

REPORTS TO: TBD

STATUS: Full-time, Hourly/Non-Exempt

HOURS: Monday-Friday as scheduled, Weekends as needed

### PRIMARY FUNCTION:

Perform administration duties for EIF. Work with all staff to sustain a professional and efficient office environment.

### PRINCIPAL DUTIES & RESPONSIBILITIES:

#### Administrative

- Perform administrative functions such as answering phones, copying, typing, word processing, mail handling, and filing
- Assist with cash handling/donation process
- Maintain, inventory, and procure office and program supplies
- Assist with grant reporting and documentation
- Assist with program distribution preparation and administration
- Assist with Accounts Receivable and Accounts Payable functions
- Assist with annual financial audit
- Assist with record storage system according to EIF Policy

#### Customer Service

- Deal tactfully and respectfully with agencies, community organizations, donors, and volunteers to maintain effective and positive relations both in person and on the phone
- Assist customers as needed
- Assist with product distribution and promotions
- Serve as back up for other office staff

#### Inventory (when needed)

- Accurately and timely perform data entry and prepare reports for food programs
- Assist with physical inventories and reconciling inventory

#### Other duties and special projects as assigned

#### EIF Internal Relationships:

- Works with Administrative staff to ensure timely and accurate record keeping.
- Works cooperatively with all Foodbank staff to ensure accurate agency orders, accounts receivable records, product donation receipts, inventory records, and general maintenance, cleanliness, and organization of the EIF's facilities and equipment.
- WORK AT ALL TIMES TO PRESENT A POSITIVE IMAGE TO AGENCIES, DONORS AND THE PUBLIC AT LARGE

## QUALIFICATIONS:

### Skills, Education and Experience

- MS Office proficient (above average preferred); including Outlook, Word and Excel
- Strong attention to detail; *perfectionist by nature*
- Ability to work accurately with numbers
- Pleasant and professional demeanor
- Strong communication skills