



Job Description

JOB TITLE:	Business Administrative Specialist
REPORTS TO:	TBD
STATUS:	Full-time, Hourly, Non-Exempt
HOURS:	Monday-Friday as scheduled; Weekends as needed.
SUPERVISORY ROLE:	No
NO. OF DIRECT REPORTS:	0
TRAVEL REQUIRED:	0-5%

PRIMARY FUNCTION:

We are seeking a highly organized and detail-oriented Business Administration Specialist to join our team. The Business Administration Specialist will be responsible for administrative tasks, providing support to staff, and contributing to the smooth operation of our office. The ideal candidate will have excellent communication skills, strong organizational abilities, and a proactive approach to problem-solving.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Administrative/Office

- Assist with data entry tasks
- File and organize documents, both physical and electronic
- Provide administrative support to various departments as needed
- Assist with proofreading documents for accuracy and clarity
- Complete assigned projects and ensure deadlines are met
- Provide exceptional customer support to clients or visitors

Other:

- Demonstrate a commitment to the mission and values of Eastern Illinois Foodbank
- Other duties and special projects as assigned

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working condition may vary between controlled temperatures in an office-environment and non-regulated high temperatures in the warehouse
- Sitting and standing for long periods, walking intermittently
- Using office equipment such as computer, mouse, keyboard, printer
- Occasionally lift or move up to 20 pounds
- Ability to stand, walk, sit, use hands to finger, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop or kneel, crouch or crawl, talk or hear, and taste or smell
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- The noise level in the work environment is moderate to severe.
- While performing duties of this job, the employee may be exposed to wet or humid conditions, extreme cold or heat, and general outside weather conditions.

QUALIFICATIONS:

Competencies, Education and Experience:

- Previous experience in an administrative role
- Previous experience in bookkeeping and inventory
- Proficient in computer literacy, including Microsoft Office Suite (Word, Excel, PowerPoint)
- Demonstrates compassion and sensitivity to vulnerable populations
- Excellent organizational, time management and follow-through skills, able to handle multiple tasks
- Strong attention to detail; perfectionist by nature
- Self-directed and results-oriented
- Strong problem-solving skills and ability to prioritize tasks
- Ability to communicate persuasively and articulately both verbally and in writing

EXPECTED HOURS TO WORK:

This role is considered full-time working approximately 40 hours per week and is eligible for overtime for any hours worked over 40 in a workweek. Work schedule is from Monday thru Friday as scheduled with occasional weekend evening hours. Personal transportation is required for all weekend and evening events.

JOB DESCRIPTION ACKNOWLEDGEMENT:

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The CEO has exclusive rights to alter this job description at any time without notice. The job description does not imply nor create a guarantee of employment and/or an employment contract of any kind. I understand that my employment with the Eastern Illinois Foodbank is at-will. The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing the listed functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these job functions.