



ADMINISTRATIVE ASSISTANT

The Administrative Assistant will serve as the first point of contact and provide administrative support across the organization. The assistant will answer telephones, greet/check-in guests, sort mail, prepare mail for delivery, provide back up support for ordering office supplies and office equipment maintenance. Reports to the Chief Financial Officer.

General Responsibilities:

1. Answers, screens and triage incoming telephone calls
2. Greets/check-in visitors and trains volunteers on Volunteer Hub software
3. Welcomes and guides agency shoppers through the process
4. Maintains controlled access to building
5. Handles food drive donations including weighing and assisting donors with donations
6. Handles walk in cash or check donations, recording and receipt
7. Assists visitors seeking food assistance by: referral, supply with food and maintain log
8. Receives mail for sorting and distribution to departments
9. Prepares and sorts mail for delivery or input to mailboxes
10. Assists Volunteer Coordinator with large groups
11. Works with Development Assistants to separate checks from slips in preparation for acknowledgements
12. Acts as back up to Executive Assistant to order office supplies
13. Acts as back up to Executive Assistant to schedule office equipment maintenance
14. Perform other assignments as directed by management

Qualifications/Requirements:

- Minimum 1-2 years' experience in office support environment
- College degree preferred; high school graduate or GED required
- Help desk/customer service experience a plus
- Flexible with assignments
- Proficient in Microsoft Word, Excel and Outlook
- Excellent verbal and written communication skills
- Ability to lift up to 40 pounds
- Commitment to the goals of Connecticut Food Bank
- Must be able to contribute to a positive work environment with commitment to social justice

Send cover letter with salary requirements and resume to:

**hr@ctfoodbank.org
203-469-4871 (fax)**