



PROCUREMENT ASSISTANT

Provides administrative support for the Procurement Department. Ensures proper tracking and receipting of donations, as well as preparation and distribution of donation reports. Maintains donor database. Reports to Procurement Director.

General Responsibilities

- Participates as Procurement Team member in development and execution of Procurement Plan
- Ensures proper receipting of FA yellow and blue receipt donations
- Prints annual donation certificates
- Prints and mails monthly donation receipts
- Runs Meal Connect posting daily to ensure proper posting to Ceres
- Runs and sends weekly report to Procurement Coordinator indicating partner programs with receipts more than 30 days past due
- Takes calls for product donations, informs Operations, and creates DO
- Maintains donor database, donation files, and donor mailing lists to ensure that all information is up to date
- Generates monthly reports for Procurement Department activity for statistical and record keeping purposes, including department dashboard for CFB with highlights
- Takes and distributes meeting minutes as requested by Procurement Director
- Generates paperwork for inbound product, including both deliveries and pick-ups of product
- Creates new item numbers and donor cards in Ceres as needed
- Takes community food drive calls, provide support to donor, and coordinate delivery to CFB or member program, or pick up of larger quantities as required
- Other duties as assigned by Procurement Director

Qualifications

- Associate's Degree in business administration or related field or equivalent experience
- Minimum 1-2 years' experience in office support environment
- Proficient in Microsoft Word, PowerPoint, Excel (inc. use of pivot tables), Publisher and Outlook
- Help desk/customer service experience a plus
- Experience in database maintenance
- Attention to detail, ability to multi-task and meet deadlines in a fast-paced environment
- 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)**