



Administrative Coordinator

Come grow with us!

We are looking for an organized, friendly person with great writing skills to greet people as they arrive at The Food Bank and to help provide different kinds of administrative support.

In addition to a great work environment, we provide a paid lunch, 14 days of paid vacation to start, 12 holidays, 10 sick days, excellent health and dental coverage, and a retirement plan with an employer match.

- The starting pay for this position is \$16.02/hour. We offer higher starting pay for Spanish proficiency and additional years of experience in key areas.
- We are currently located in Hatfield and we are moving to our new facility in Chicopee in the fall of 2023.

To apply please send a resume and cover letter to jobs@foodbankwma.org so we can get to know you. We will only review applications that include a cover letter.

ESSENTIAL FUNCTIONS

- Reception duties, postal mail processing and distribution, and other general administrative responsibilities
- Initial processing of accounts payable vouchers and monitoring of accounts payable email
- Responsible for tracking, copying, and distributing donations and payments in the form of checks or cash to the appropriate departments
- Responsible for set up, room arrangements, and minutes for all staff and Board meetings as well as select committee meetings
- Provide administrative and other support for executive, finance, and administration as well as other areas as assigned by the Director of Finance and Administration or the Executive Director
- Maintenance of the front-end phone system including responding to voicemail and changing the outgoing greeting when needed
- Maintain postage machine and postage meter
- Administration of community room and kitchen protocol; create agreements, schedule events for community room and utilize checklist to ensure all appropriate steps are taken related to community room usage

OTHER RESPONSIBILITIES

- Communication with media during Food Bank weather closings
- Office supply purchasing and maintenance of office supply inventory
- Additional tasks to support the smooth functioning of The Food Bank

WORKING CONDITIONS

Onsite work in an office environment

JOB SPECIFICATIONS/REQUIREMENTS

- Education & Training: high school diploma or equivalent
- Two years of office administration, customer service, or retail experience
- Ability to work both independently, and with a team in a diverse workplace
- Very good writing skills
- Solid computer skills in Microsoft Office, especially Word, Excel, and Outlook
- Well organized with excellent customer relations skills
- Proven record of punctuality
- Ability to maintain confidentiality
- Experience with major office equipment such as copier, fax, postage meter, printers
- Access to reliable transportation
- Ability to handle multiple projects simultaneously and meet deadlines
- Demonstrated attention to detail

JOB PREFERENCES

- Experience in clerical and administrative tasks including reception, phones, and filing
- Experience taking meeting minutes
- Spanish proficiency
- Experience in accounts payable
- 3+ years of administrative experience

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#administrativeassistant #receptionist #customerservice