**MONTANA FOOD BANK NETWORK**

**JOB DESCRIPTION**

**Position / Job Title:**  Administrative Assistant **Department:** Administration

**Reports To:** CEO P**osition Status**: Part-time, Temporary, Non-exempt

**General Job Description:**

Provide administrative tasks, such as answering phones, receiving visitors, and providing general information about MFBN to the public.

**Job Specifications**

* Work requires collaboration within a team environment with a willingness to assist other co-workers and volunteers.
* Have outstanding customer service skills.
* Be professional, but personally accessible.
* Be incredibly detail oriented.
* Work diligently to meet deadlines.
* Be sympathetic to the needs of the underprivileged, especially those individuals experiencing food insecurity.
* Be committed to the Montana Food Bank Network’s mission and vision.

**Key Responsibilities**

* Provide administrative support to all departments ensuring efficient operation of office
* Answer, screen and forward incoming phone calls
* Carry out administrative duties such as filing, typing, copying, scanning, etc.
* Make travel arrangements for staff such as booking flights, cars, and hotel reservations as needed.
* Exhibits polite and professional communication via phone, email and mail.
* Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
* Responsible for general administrative duties including daily mail processing, order supplies, assist in maintaining organization records, and maintain computer files.
* Serve as front office representative directing visitors as needed.
* Maintain office security by following safety protocols and controlling access via the reception desk (monitor logbook, assist with volunteer check-in, etc.

**General Responsibilities**

* Comply with all Montana Food Bank Network policies and procedures.
* Be sensitive to the needs of low-income people and to the diverse populations served by the Montana Food Bank Network.
* Have a neat, clean appearance.
* Have the ability to take initiative, think quickly and solve problems independently.
* Must be willing to help agencies and volunteers with their best interest in mind under any given circumstance.
* Demonstrate patience under all circumstances.
* Be well-organized and dedicated to accuracy.
* Perform any additional tasks and duties as assigned.
* Be available to work some weekends and evenings.

**Required:**

* High school diploma or equivalent education required
* Three years administrative assistant experience
* Attention to detail with a high level of accuracy.
* Proficient in Microsoft Office Suite
* Valid driver’s license.

**Preferred:**

* Experience working with nonprofits.
* Previous experience working with volunteers, event planning,

*Offer of employment is contingent on successful completion of a background check.*