

## **Foodbank Administrator**

**Job Purpose:** Undertakes general office duties to ensure charity processes run smoothly and corresponds with clients, other charities, local organisations and vendors.

### **Foodbank Administrator Job Duties:**

- Covers reception
- Performs general clerical duties, including, but not limited to, mailing and filing correspondence, and answering calls
- Interacts with clients, visitors, Trustees and local organisations
- Assists with organising events when necessary
- Answers client questions and confirms client orders
- Photocopies, scans, and files appropriate documents
- Maintaining office equipment like copiers for smooth office functionality
- Edits documents for accuracy
- Maintains accurate records and enters data
- Creating, editing and updating spreadsheets
- Conducts research and compiles data
- Performs additional duties when required

### **Foodbank Administrator skills required:**

- Demonstrable social networking experience
- At least one year of experience in administrative or clerical roles
- Excellent customer service skills to promote client satisfaction
- Excellent verbal and written communication skills
- Active listening skills
- Demonstrable experience using computer software and hardware, including word processor, spreadsheets and presentation software
- Strong organisational skills to plan, prioritise and execute duties
- Positive attitude, detail and customer oriented with good multitasking and organisational ability