

LOS ANGELES REGIONAL FOOD BANK JOB AD

Job Title:	OPERATIONS ASSISTANT
Status:	Hourly/Non-Exempt
Location:	Los Angeles, California
Supervisor:	Director of Operations/Chief Operating Officer

Company:

Los Angeles Regional Food Bank is a nonprofit organization that distributes food to over 625 charities throughout Los Angeles County. The Food Bank is one of the largest in the country with an annual budget of \$16 million, a 96,000 square foot facility, and a staff of 120 employees supplemented with volunteers. The Food Bank is located in South LA, 10 minutes east of the Coliseum.

Principal function:

Assists Director of Operations & Chief Operating Officer with all administrative and clerical requirements. Assists in the preparation and management/control of order processing, distribution and poundage reports, daily and other labor reports as well as invoices, purchase orders and all other general paperwork for the operation.

Supervision Received:

Reports to and receives supervision from the Director of Operations/Chief Operating Officer

Principal Duties:

- Prepares and updates production and delivery schedules ensuring daily, weekly and monthly reports are completed in timely manner. Ensures MTD/QTd/YTD and other reports are accurate.
- Assists in oversight/tracking of budget expenditures by preparing & tracking invoices, transfer requests, purchase orders, contract agreements, etc. Assists with budget reconciliation using Excel.
- Help schedule team/sub-group meetings with multiple members of the Food Bank team using Google Calendar.
- Organize and maintain document storage system; update internal SOP document as needed
- Creates and prepares presentations using Excel and PowerPoint
- Service maintenance/helpdesk requests, maintain record of issued keys and key cards, and interface with repair personnel and other vendors
- Assist department managers with sourcing, comparing, and recommending bids for repair work and other facility related functions, tracking deadlines and expenses as needed.
- Maintain the materials, tools, and equipment inventory and identification tagging, perform physical inventory of assets as needed.
- Assist with the management of parking reservations using Google Mail.
- Provide backup in bookkeeping of property destruction, supply ordering and receipts according to fiscal guidelines and policies and procedures.
- Process received supplies and assist in storing received supplies.
- Assist with the management of all aspects of the organization's records retention program.
- Provide backup services to other Operations staff.
- Performs other duties as assigned by supervisor.

Qualifications:

- Associate's Degree from an accredited college or university or equivalent education and training through minimum four (4) years on the job experience in a path of progression of duties, responsibilities, and administration. At least the last two years or experience must be in a clerical or administrative support capacity.
- 3 - 4 years' experience with an ERP/MRP system; training available for right candidate.
- Prefer advanced PC skills (Microsoft Office Suite) including training and knowledge of various software packages in an integrated ERP/MRP-type system. Ability to read, analyze, and interpret general business records and reports. Ability to write reports, business correspondence, and procedure manuals. Attention to detail with exceptional level of accuracy.
- Excellent interpersonal, written and verbal communication skills with customers, co-workers, vendors, executive management members in face-to-face one-on-one settings, in group settings, or via telephone. Ability to work independently with little supervision
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation and grammar.
- High degree of integrity and willingness to abide by Food Bank Values.
- Ability to organize and prioritize effectively.

We offer a competitive benefits package, including comprehensive medical, dental and vision plans; life insurance; Employee Assistance and long-term disability plans; flexible spending accounts and a 403(b) retirement savings plan. If interested in this position, please apply directly at jobs@lafoodbank.org with résumé, cover letter & salary requirements.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer".