



Office Manager

The Food Trust, founded in 1992, is a non-profit organization working to ensure that everyone has access to affordable, nutritious food. The Trust works to educate the public about good nutrition and to increase the availability of fresh food in neighborhoods throughout the region and the state. The Food Trust works with school districts, supermarket operators, corner store owners, public and private partners, and farmers to make fresh food and nutrition education available to everyone; for more information about The Food Trust please visit our website www.TheFoodTrust.org

The Food Trust is seeking an energetic and committed individual for this full-time position. The Office Manager reports to the Director of Grants and Operations and is responsible for a wide variety of tasks including supervising administrative staff and maintaining office records.

Responsibilities include:

Office Services

- Establish administrative standards and procedures
- Organize office operations and procedures
- Supervise office staff
- Manage and update PO Database
- Documentation – verify and enter information from teachers' forms into database
- Other databases – enter information, provide reports, and query information as requested

Finance and Ordering

- Process and mail vendor checks
- Produce and process purchase orders and check requests
- Order materials and office supplies
- Contact vendors to research materials, request quotes and negotiate cost
- Generate quantity needed of materials
- Track and confirm delivery of materials; provide updates to program staff

Office Efficiency

- Design filing system
- Ensure filing systems are maintained and up to date
- Plan and implement office systems
- Maintain and replenish material and office supply inventory
- The Office Manager will also have to do some lifting of supplies and materials

Shared Tasks

- Answer door/phone
- Distribute mail/packages
- Assist with preparation for meetings and events
- Process publication orders
- Manage bulk copying, including outsourced jobs (e.g. binders and booklets for school programs)
- Perform other related duties as required

Qualifications:

- Bachelor's degree or three or more years of related experience.
- Knowledge of office administration
- Ability to maintain a high level of accuracy in preparing and entering information. Must be able to maintain confidential information
- Excellent interpersonal, leadership, team building, decision making and problem solving skills
- Strong time management and computer skills
- Flexible, trustworthy and committed
- Must possess cultural awareness and sensitivity
- Demonstrate a strong work ethic

Salary: Competitive, based on education and experience.

Employment Category: Full- time

Job Open Date: Immediately

To apply: E-mail your résumé and cover letter to contact@thefoodtrust.org or fax to 215-575-0466. Please reference "Office Manager" in the subject line. Please do not call.

The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.