

**Food Pantry Network of Licking County**  
**1035 Brice Street**  
**Newark, Ohio 43055**

**Job Description**

Job Title: Administrative Assistant  
Reports To: Executive Director  
Hours of Operation: 8:00 am-4:00 pm (Monday-Friday)  
Starting Pay Scale: \$16.00 - \$17.00  
Starting Benefits: 2 weeks' vacation, 1 week sick and holiday pay as well as 401k retirement.

The Food Pantry Network of Licking County seeks a detail-oriented individual to provide full-time (40 hours) administrative support to the Executive Director and staff. The ideal candidate will possess excellent written and verbal communication skills and have a solid knowledge of business operations. They will be comfortable working independently to accomplish goals.

Knowledge and Skills: \*Skilled in computer programs (QuickBooks, Microsoft Word, Publisher and Excel) along with multiple web-based programs.  
\*Ability to establish priorities and proceed with objectives without supervision.

Financial Responsibilities: \*Receive, count and deposit all monetary donations.  
\*Process checks and make payments to vendors.  
\*Maintain donor records, prepare receipts and appreciation letters.  
\*Prepare agency invoices.

Office Responsibilities: \*Compose and type routine correspondence.  
\*Answer telephone and provide information/assistance.  
\*Greet visitors at the office and provide information/assistance.  
\*Maintain all mailing lists.  
\*Monitors and orders office supplies.  
\*Operate and maintain fax machine, computers, printers and copier.  
\*Maintain permanent file records.

Other responsibilities: \*Maintain confidentiality of sensitive information, such as donor contributions, client information, and discussions with agency representatives and staff.  
\*Attend to customer service quality control: keep the office organized and functioning efficiently and deal with the public courteously and tactfully.  
\*Assist with loading and unloading trucks.  
\*Lift 25-50 pounds.  
\*Perform other tasks as assigned by the Executive Director.

**Send Resume and Cover Letter**  
Charles Moore, Executive Director  
[foodpantry@midohio.twcbc.com](mailto:foodpantry@midohio.twcbc.com)