

Fighting Hunger, Feeding Hope

FOOD BANK

Community **FOOD BANK** of Eastern Oklahoma

www.okfoodbank.org



Job Description

Position: Data Entry Clerk

Reports to: Director of Operations – Operations Department

Status: Hourly, full time, \$15.00 per hour.

Position description: The Data Entry Clerk is responsible for providing clerical and general office support to the Operations department.

Duties

- Serves as the back-up staff for the Order Office.
- Serves as backup for data entry clerks.
- Works with the Inventory Control Clerk and Order Office Clerk to restock or reschedule pickups.
- Assists with Shopping tickets and other order office duties.
- Assures picks have been posted for that day.
- Assists with proper documentation of incoming and outgoing shipments.
- Supports the CO-OP Foods Programs.
- Assists with physical inventory processes for senior servings and CSFP Programs.
- Provides clerical support for the Staple and Purchased Foods Programs.
- Builds kits for our programs and assists with distribution of kits.
- Perform other duties as assigned by supervisor or the Chief Operating Officer.

Position Requirements

- Attention to detail
- Ability to organize, plan and prioritize
- Ability to work on multiple tasks and or projects
- Ability to work independently and be a team player
- Data entry experience a must
- Extensive knowledge of Microsoft Office Suite including word and excel
- Ability to work with diverse groups of people
- Ability to work occasional evenings and weekends.

Additional Requirements

Must be able meet with or without reasonable accommodation:

Ability to walk, stand, sit, kneel, push, stoop reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear, see, write, count, read ,speak, analyze, alphabetize, lift and carry 25 lbs., perceive depth, operate a motor vehicle, and operate motor equipment. Must be able to work protracted or irregular hours.