



POSITION:	Operations Data Specialist	Posted 2-4-19
REPORTS TO:	Chief Operating Officer	
STATUS:	Non-Exempt/Full-time	

All Faiths Food Bank (AFFB), the only Food Bank in Sarasota and DeSoto Counties, is a dynamic group of professionals who find innovative ways to end hunger in our community. With progressive growth over the last five years, we have grown to be a convener for healthcare, human services, and social service organizations to help build a healthy future for those at risk in our community.

GENERAL FUNCTION

Reporting to the Chief Operating Officer, the Operations Data Specialist will provide support to the Operations department by entering data into designated databases such as the Primarius inventory management system (an inventory management application) and other systems as assigned. The employee in this role will be required to ensure the integrity of all information entered, assist in performing physical inventories, and generate requested reports as needed.

MAJOR RESPONSIBILITIES:

- Data enter receipts and distribution of donated, purchased, and USDA product information into the Primarius inventory management system daily to provide real-time inventory and reports.
- Generate warehouse receiving reports.
- Assist in inventory reconciliation and recommend adjustments for the Inventory Control Coordinator / Chief Operating Officer's approval.
- Process all agency orders daily.
- Maintain accurate records and logs for inventory, including correct pallet tags and accurate placing of product.
- Print and review agency pick-up/delivery order schedules daily.
- Verify client invoice against pulled product (noting any discrepancies); ensure all invoices are signed and returned prior to confirming orders.
- Process/re-bin product refused/returned by agencies on delivered orders according to policy.
- Assist with inventory system reports including those required by periodic audits.
- Assists in performing physical inventories, creating inventory documentation and entering physical inventory data into the inventory database.
- Generate and mail donor receipts for all product donations.
- Perform various administrative functions related to filing, typing, preparing reports, and answering inquiries to support the Operations department.
- Assist in responding to agency questions, concerns and/or problems related to orders.
- Develop and maintain effective working relationships with staff members in a team environment.
- Deal tactfully and respectfully with volunteers, agencies, community organizations, co-workers, vendors, donors, and potential donors.
- Assist in routinely evaluating the inventory computer system to ensure data accuracy and system integrity.



- All other duties as assigned; the above responsibilities are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

QUALIFICATIONS

- High School Diploma or GED is required; an Associate degree in business, administrative or secretarial science, accounting or related field is preferred. Equivalent work experience may be substituted for part of the educational requirement.
- Ability to add, subtract, multiply, divide and calculate percentages.
- Computer proficiency in Microsoft Excel, Word and Outlook is required. Experience with the Primarius inventory management software, or similar inventory management applications is preferred.
- Ability to accurately input large amounts of data into a computer system.
- Ability to multi-task and exercise sound judgement to complete job tasks assigned by deadlines.
- Ability to communicate verbally and in writing in a clear, professional, and timely manner with those both inside and outside the organization.
- Must be self-motivated and work well with people in a team environment, and have the ability to manage time and multiple projects.

USE OF EQUIPMENT

- Trained and capable in driving both automatic and standard transmission vehicles.
- Trained and capable in using warehouse equipment that includes: manual jack, power jack, forklift, and other material handling equipment to name a few.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoops, kneel, and crouch. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to adjust and focus.

All Faiths Food Bank is an Equal Opportunity Employer and fully committed to attracting and retaining diverse talent in order to better reflect the wide variety of experiences and views of the many different stakeholders with whom we are connected. We will invest in actively recruiting, engaging, and fostering a diverse workforce and providing a work environment that promotes equality and inclusion.

We commit to providing policies, systems, and a culture where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected, and supported.