Topeka Rescue Mission
Ministry Position Description

Position Title: DC Office Assistant
Location: Distribution Center, 401 NW Norris
Reports to: Director of Distribution Services

SUMMARY OF RESPONSIBILITIES:

This ministry position provides administrative support to Distribution Services as well as added support for warehouse activities as needed. This position is responsible for answering incoming calls, reception duties, scheduling, and reporting. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Promptly, accurately, professionally and courteously answer and assess telephone calls and direct and/or relays messages to the appropriate party.
- Assist in warehouse on food distribution days aiding individuals requesting food assistance.
- Data entry for ClientTrack system and in Excel Spreadsheet.
- Runs monthly reports as directed.
- As needed, clerical tasks to include typing, filing, maintenance of service logs and data entry.
- Will assist as needed in other areas such as sorting supplies and food items, making food bags, bagging bulk items etc.
- Assists in other duties as needed and directed by supervisor.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED
- 1 -3 years Office Experience

SKILLS, KNOWLEDGE AND ABILITIES:

- Competent at using all features of multi-line telephone system and voice mail.
- Experience with accessing online program and operating with PC or laptop
- Ability to construct written communication in Microsoft Word
- Ability to develop and maintain Excel spreadsheets
- Knowledge of all Microsoft Office products
- Detail-oriented and able to organize and track paperwork

LICENSES AND CERTIFICATIONS:

- Valid KS Driver's license

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

- Ability to lift and carry up to 25lbs
- Ability to work in heat and cold
- Able to stand for extended periods of time
- Able to walk up and down inclines and stairs