**Administrative Assistant Intern – North County**

Reports to:  Administrative Assistant – North County
Location:     Santa Maria Warehouse - Office Facility @ 490 W. Foster Rd, Santa Maria, CA 93455

**Position Overview**The Administrative Assistant Intern is responsible for taking, directing and responding to the inquiries of visitors and callers with a friendly, responsive demeanor while at the same time supporting Foodbank staff and operations. It is critical that this position presents a positive image to the community.

**Duties and Responsibilities**

* Direct phone calls and walk-in visitors and assist with:
	+ Food Donations and Receipts
	+ Program and Food Distribution Information
	+ Volunteer inquiries
	+ Routing to appropriate staff
* Process incoming mail
* Ensure that warehouse volunteers check-in at kiosk, follow warehouse procedures and are given appropriate identification
* Assist staff with various tasks as needed

**Desired Qualifications**

* A friendly, positive and helpful demeanor that serves as a model ambassador for The Foodbank
* Excellent customer service
* Basic computer and typing skills
* Attention to detail and organization