

Advertisement – Office Coordinator



February 2025

Are you an organized and passionate individual ready to be the face of Foodbank Victoria, creating a welcoming environment for the community? The Office Coordinator at FBV plays a critical role in setting the tone for our office and ensuring smooth daily operations. As the first point of contact for visitors, you'll oversee administrative tasks, maintain a productive work environment, and provide essential support to visitors, team members, and management. If you thrive in a fast-paced, collaborative setting and enjoy keeping things running efficiently, we want to hear from you!

Why Foodbank:

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 93 years. We deliver food to people who need it in three different ways: in partnership with our charity partners, through schools and via our regional Community Food Centres.

Across our network of 500 charity partners and 1,015 schools throughout Victoria, we have distributed over 25 million meals in the last 12 months and are currently feeding 69,000 Victorians a day. While supporting our charity and school partners is at the core of what we do, as the state's dedicated emergency food relief organisation, we're also here to assist Victorians through natural disasters, pandemics and the 'invisible disaster' caused by the ongoing cost of living crisis.

Why we're right for you

Our people come for a career and stay for the mission!

You will join an organisation full of passionate and creative people who champion and invest in the vision of helping to fight for a food secure future for all Australians.

We strive for a diverse and inclusive workforce, fostering a culturally safe and supportive environment where everyone can bring their whole self to work.

Our locations span across metro and regional Victoria but the warmth of our culture is unified across all sites.

What you'll be doing:

- Provide administration support to the organisation, daily office needs, managing general administration activities and ensure that administrative functions run smoothly.
- Answer telephone calls, communicating with internal and external customers and directing enquires professional and promptly.
- Maintain and update internal office procedures, telephone lists and contract lists.
- Monitor the FVB email inbox and answering queries or forwarding to the correct department in a timely manner.
- Preferred Dress management: sales, stocktake and ordering.
- Provide administration support to team members and management as needed.
- Address and resolve any office-related issues and concerns.
- Greet visitors and members of the public, provide assistance with food donations and give an overview of FBV operations in a courteous manner.
- Administration of the Pool Car Database.
- Manage office supplies inventory and place orders, as necessary.
- Assist in organising internal team events, including birthdays, Christmas party and volunteering events.

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- Processing and directing incoming and outgoing mail, packages, or deliveries if when required.
 - Where required, assist with coordinating and scheduling meetings, appointments, and travel arrangements.
 - Assist with expense tracking, process invoices, and receipts as needed.
 - General HR administration tasks & other duties as required.
 - Follow up managers and team on return of documents to ensure records are up to date.
 - Provide administrative support for employee engagement measurement, activities and organising engagement events.
 - Assist developing and implementing office policies to improve efficiency and effectiveness.
 - Provide administrative support for onboarding activities including organising induction events, collating onboarding documents.
 - Ensure compliance of company policies and procedures.
 - Provide administrative support to the P&C team such as scheduling interviews.
 - Maintain FBV training register, ensuring details are accurate & up to date.
 - Manage and maintain Sentrient records and perform the role of Sentrient system administrator.
 - Assist P&C team with set up for Training workshops.

Why you're right for us:

- You want to be a part of a brand that's been around for over 90 years and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity, and equality
- Certificate level 4 qualifications in business administration, Human Resource or similar preferred.
- Demonstrated significant experience in administration, as an Office/ P&C Coordinator, Team Assistant or similar.
- Strong experience in MS office including One Drive, SharePoint and strong Excel experience.
- Strong organisational and time management skills.
- Excellent verbal and written communication, interpersonal skills, and high attention to detail.
- Attention to detail, problem-solving and decision-making aptitude.
- Ability to multitask and priorities tasks effectively.
- Experience in creating files and document templates.
- Detail-oriented and comfortable working in a fast-paced environment highly regarded.

We can offer you:

- Access to salary packaging benefits to increase your take home pay
- Team member satisfaction rates above 80%
- An organisation focused on employee wellbeing
- Supportive team environment that embraces change and innovation

Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at www.foodbankvictoria.org.au and get to know us before you apply.
- Email your application to employment@foodbankvictoria.org.au
- Applications to include an up-to-date resume and cover letter