

Position Vacancy

Office / People and Culture

Administration Coordinator



May 2023

Do you find it rewarding delivering on exceptional customer service? Do you excel at welcoming people, and making them feel valued? Are you looking for a dynamic environment where you can showcase your impressive administration skills and really make a difference?

Here at Foodbank Victoria, we have a unique opportunity for someone to bring their extensive administration experience along with front facing reception skills to the biggest food relief provider in Victoria.

This is more than just an administration role. You will work as part of the People and Culture team, assisting with administration tasks, but also provide office support to all our visitors and the wider business.

Why Foodbank:

We've been putting meals on the table for vulnerable Victorians since 1930. Meeting them where they are, on their terms, with solutions they need. Not only do we provide food to more than 450 charities so they can feed their communities, but our direct distribution of free food is growing at a fast rate. From our 18-metre supermarket on a bus and Farms to Families fresh food regional markets, to our School Breakfast Club Program which now services more than 1,000 Victorian schools, our coverage is expanding.

Why we're right for you:

You'll join a passionate and creative team based in Yarraville, Melbourne where the village vibe, art deco dwellings and coffee culture are legendary. Our mission is critical, our vision is bold, and our strategy is ambitious. You know that cliché 'no two days are the same'? Ours is more like 'no two hours are the same.'

What you'll do:

- 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.
- 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.
- Ordering and keeping stock of office supplies, and key cutting.
- Assist in organising internal team events, including birthdays, Christmas party and volunteering events.
- Processing and directing incoming and outgoing mail, packages or deliveries if when required.
- Provide administrative support to the People and Culture team such as scheduling interviews.
- Provide administrative support for employee engagement measurement, activities and organising engagement events.
- Provide administrative support for onboarding activities including organising induction events, collating onboarding documents.

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Why you're right for us:

- Passionate about our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, diversity, equality and respect.
- A positive attitude, great initiative and the ability to hit the ground running!
- Certificate IV qualifications in business administration, Human Resources or similar preferred.
- Demonstrated significant experience in administration as an Office/P&C Coordinator, Team Assistant or similar.
- Confident liaising with people at all levels in an engaging, friendly and approachable manner.
- Organizational and time-management abilities.
- High attention to detail.
- Excellent verbal and written communication and interpersonal skills.
- Problem-solving and decision-making aptitude.
- Experience in creating files and document templates.
- Proficient in MS Office, in particular One Drive, Sharepoint and Excel.
- Detail oriented and comfortable working in a face paced environment.

We can offer you:

- Access to salary packaging benefits to increase your take home pay
- Staff 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.
- Applications should include an up-to-date resume and a cover letter explaining your suitability for this role.
- Email your application to employment@foodbankvictoria.org.au