

Logistics Assistant

About us

Created in 2001 by The Robert Wood Johnson Foundation, Children*s Futures works across Central Jersey to ensure that all children and families get off to a healthy start in life. At our core, we aim to increase opportunities for health and wellness and to ward off health and social problems that can lead to a lifetime of illness and dependency.

Children*s Futures is a 501 (c) 3 nonprofit organization whose mission is to improve health and development outcomes for children and their families. To achieve our mission, we formally collaborate with schools, social service providers, health care agencies, faith institutions, civic associations, employers and others around school-readiness and success strategies that have the greatest positive impact on children’s immediate health needs, as well as long-term development.

Summary of Position:

Under the supervision of the Logistics and Community Services Coordinator, the Logistics Assistant is responsible for providing all administrative and organizational internal and external support. The successful candidate will be responsible for managing inventory and logistics, including the assembly of orders, tracking and shipping. The ideal candidate will have a creative mind and an ability to problem-solve, as well as a working knowledge of Excel and Word.

Summary of Function:

- Reports to the Logistics and Community Services Coordinator.
- Manage all administrative office related duties which include but is not limited to, maintaining receivables log and preparing deposit slips, maintaining and reporting the inventory on incentives, meeting arrangements, travel arrangements, food/vendor arrangements, preparation of purchase orders and maintaining inventory of office supplies, and management of office equipment.
- Provide administrative support for the Children*s Futures staff with projects to include research, compiling data and preparation of reports.
- Provide administrative support to CEO/CFO/Program Manager as needed.
- As directed, help to coordinate special events, conferences and meetings, which includes taking and transcribing meeting minutes as needed.

CORE Responsibilities:

- Answer multi-line telephone system, direct telephone calls to the appropriate person and take accurate messages in a courteous and professional manner.
- Greet incoming visitors in a professional manner and promptly notify appropriate staff of their arrival.
- Receive, open, date stamp, sort and distribute incoming mail on a daily basis and prepare outgoing mail using postage meter.
- Receive and sign for courier deliveries and notify appropriate staff that packages have arrived.

- Maintain and prepare purchase orders for all office supplies and make recommendations for new procedures and equipment.
- Plan, manage and make recommendations for office course of action, related to systems, organizational procedures, and meetings.
- Perform general maintenance of computer network system (with support of outside technicians) and management of office equipment.
- Provide administrative support for the Children*s Futures staff with projects to include research, compiling data and preparation of reports. This also includes writing deposits slips for incoming checks, making copies and prepare for deposit.
- Compose, prepare and proofread correspondence, office memos, reports and other documents, taking and transcribing meeting minutes. Note: Confidentiality must be maintained at all times.
- Maintain records of Children*s Futures contributions, invitations and attendance at community fundraising events, including logging in invitations, distribution to staff, responses to organizations, purchasing tickets and coordination with Logistics and Community Services Coordinator as appropriate. A permanent record should be kept at all times to monitor Children*s Futures contributions and attendance at community fundraising events.
- Oversee all meeting arrangements for Children*s Futures staff, including securing meeting space, room set-up, development of contracts for catering, securing parking, sending invitations, arranging audio-visual equipment, arranging travel and hotel. This also includes overseeing set-up, and coordination with the Logistics and Community Services Coordinator and Finance Officer related to any contract issues related to meeting arrangements.
- As directed, help to coordinate special events, conferences and meetings. This includes preparation of slides, Powerpoint presentations, draft of materials and handouts, design and mailing of invitations, "Save-the-Date," agendas, etc. combined with print production (either in-house or outside vendor). Scheduling, site investigation and selection, choice of food and appropriate vendors related to all the above. Also must provide follow-up details of all logistics to supervisor and/or staff requesting meeting.
- Responsible for securing food and beverages as necessary for smaller non-catered meetings held in Children*s Futures office. Shared responsibilities with other staff members include set up and clean up following the meetings.
- Provide accurate inventory of incentives. This also includes coordination with the Logistics and Community Services Coordinator to prepare a bi-weekly and monthly report.
- Notify Logistics and Community Services Coordinator of needs for the office on a bi-weekly basis.

Qualifications:

- Minimum of a High School Diploma or equivalent academic qualification plus additional specialized courses or Associates degree.
- Minimum of three to five years of administrative and operational support experience in a professional office environment.

- Must be flexible and able to adapt to changing priorities, and also work outside of scheduled hours as needed.
- Demonstrated ability to read and interpret various reports and data sources.
- Works well under pressure and meets deadlines.
- Excellent interpersonal skills, tact and diplomacy for ongoing interactions with clients, physicians, health and social service agencies, and other community partners.
- Excellent verbal and written communication skills.
- Possess strong organizational and time management skills and ability to keep accurate records/documentation.
- Knowledge of or ability to learn data collection and database basics.
- Work independently with minimal supervision.
- Advanced computer skills with regards to data entry, Windows based applications for word processing, spreadsheets and databases and web navigation.
- Accurate and detailed-oriented.

Job Type:

- Full-time

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance
- Retirement contribution

Physical setting:

- Office/Hybrid (3 day in office, 2 days work from home)

Work Location:

- One location