**Office Assistant/Driver Dispatch**

**Birch Community Services**

**Reports to**: Suzanne Birch

**Hours**: Part-time; Monday, Wednesday, and Friday; 8:30am – 1:30pm

**Essential Duties and Responsibilities:**

* Responsible for scheduling volunteer pick-ups and communicating schedule to Operations Manager
* Schedule volunteer drivers for donation pick-ups; find substitutes as needed and follow-up on missed donation pick-ups daily.
* Maintain and update SalesForce with:
* Regular/New Drivers
* New Donors
* Assist with new individual and/or group volunteer orientation
* Agency Check-in (10:15-10:30)

**General****Responsibilities**

**Monday/Wednesday/Friday**

* General filing of completed Agency Boot Request forms, answer phone
* Participant Resource Rack- fill form racks as needed.
* Database entries for filled Danner boot requests for agencies (orange Agency form)
* Database entries for special provision orders.

**Monthly:**

* Submit a report for the incoming product received for the month to Mardene (the book keeper).
* 7-11 reports to Ravinder and Mr. Usman.

**Yearly:**

* Annual YTD Product report for the FY (Suzanne and Mardene)

**Qualifications:** To perform this job successfully, an individual must be able to take initiative and perform duties without constant supervision within scope of responsibilities. Personal traits: Enthusiasm, integrity, reliability, resourcefulness, strong work ethic, common sense, initiative and sense of humor.

Able to work and function effectively in a constantly changing environment. Capable of readily grasping and implementing such changes.

Must be able to function in a cooperative team environment and make positive contributions. Must be able to interpret instructions and communicate well. Knows how the work affects other areas of the team.

**Education and/or E****xperience**: High school diploma or general education degree (GED) in process. Ability to read documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to add, subtract, multiply, and divide. Knowledge of Microsoft Suites required, and knowledge of SalesForce database is preferred.