

**Who We Are:**

The Grocery Foundation is an organization supported by community of grocery, food, beverage and consumer product companies united by the vision of no hungry kids at school.

We believe that by coming together, we stand to have the biggest impact.

The Grocery Foundation's flagship properties include Toonies for Tummies, The Night to Nurture Gala and The Breakfast Voucher Program.

**Job Title: Part-time Office Administrative Assistant****Purpose of the Role:**

The part-time Office Administrative Assistant provides administrative and program support to The Grocery Foundation team.

**Key Functions**

- General office management responsibilities, including, but not limited to:
  - Filing, supply management, equipment maintenance, mailing/shipping
- Administrative support for The Grocery Foundation flagship programs - responsibilities may include, but are not limited to:
  - Letter-writing and distribution, data entry, order processing, invoicing, program fulfillment/implementation, program reporting
- Administrative support for The Grocery Foundation Team - responsibilities may include, but not limited to:
  - Calendar & meeting coordination, meeting logistics support, managing phone, email and website inquiries/comments
- Maintain Customer Database (CRM)

**Qualifications and Experience Requirements**

- Minimum high school diploma required, with a preference for post-secondary education
- Office administration experience required
- Excellent written and verbal communication skills. Strong English language skills is essential - role involves email/letter-writing, proofreading and interacting with customers/sponsors and public inquiries
- High attention to detail, strong organization and problem-solving skills
- Experience in client relations and customer service required
- Advanced Excel skills (pivot tables, data manipulation, formulas, mail merge, reporting, etc.)
- Proficiency with the use of standard office software, including Microsoft Word, PowerPoint, Outlook, and Teams and Google GSuite tools
- Comfortable using 3rd party software (eg. CRM tools, Financial tools)
- Accounting/financial experience would be an asset
- Ability to work independently or as part of a team (self-directed/disciplined + collaborative)
- Ability to lift 20lbs (for packing and shipping)

**Part-Time:**

- Successful candidate will be hired as an independent contractor
- Payment is based on an hourly rate from \$22
- 1 - 5 days per week, varies by time of year
- Frequency of days/hours would be more concentrated between September and January

**Location:**

- Toronto, Renforth & Eglinton (must be on-site)

Please send your resume and cover letter to the following email address with the Subject Line

**Admin Assistant Role**

[admin@groceryfoundation.com](mailto:admin@groceryfoundation.com)

**Only applicants with the legal right to work in Canada can be considered for this opportunity.**

**(EXTERNAL POSTING ONLY)**

**We thank all those who express interest in this opportunity, however only those short-listed will be contacted. (EXTERNAL POSTING ONLY)**