



## MINISTRY DESCRIPTION

**Title:** Logistics Administrative Assistant  
**Division:** Operations  
**Working Group:** Supply Chain  
**Reports to:** Transportation Director

**Schedule:** Regular, full-time  
**FLSA:** Non-exempt

### **Ministry Function:**

The Logistics Administrative Assistant supports the ministry of Convoy of Hope by providing support for all aspects of the Logistics Department.

### **Essential Duties & Responsibilities:**

1. Serve as the logistics communications point between shipping, procurement, transportation, warehouse, and drivers.
2. Serve as administrative support for Logistics staff by preparing reports, wiki updates, volunteer hours, etc.
3. Serve as administrative support for the Hope Network.
4. Schedule Convoy of Hope vehicles and resources.
5. Assist in completion of and filing of expense reports for Logistics staff.
6. Collect bills of lading for no touch loads.
7. Assist in obtaining official documentation for international shipments from the Springfield Chamber of Commerce and Missouri Secretary of State's office.
8. Assist Transportation Director with management of Department of Transportation driver files, including MVR's, annual reviews, drug and alcohol testing with current provider.
9. Assist Fleet Manager with Department of Transportation required licensing, permitting, maintenance, and safety records.
10. Prepare monthly fuel expense reports for all Convoy of Hope vehicles.
11. Prepare reporting for all domestic transportation requests.
12. Assist Transportation Director with coordinating pickups and deliveries with contractors and Convoy of Hope drivers. Also, preparing Convoy of Hope driver dispatch clipboards.
13. Other duties as assigned.

### **Required, Knowledge, Skills & Abilities:**

1. High school diploma or equivalent is required.
2. 2+ years office management experience necessary.
3. Strong computer skills, including but not limited to Microsoft Outlook, Word, PowerPoint, and Excel.
4. Strong organizational skills and ability to handle concurrent, multiple-job tasks.
5. Excellent written and verbal communication skills.
6. Experience working with confidential material.
7. Ability to demonstrate good judgment.
8. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
10. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Supervisory Responsibilities:**

This position has no direct supervisory responsibilities.

Revised: 12/17/09

Revised: 04/20/17

Updated: 06/23/2020