



## MINISTRY DESCRIPTION

**Title:** Logistics Administrative Assistant  
**Department:** 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. Maintain shipment activity boards.
3. Assist with coordinating pickups and deliveries with contractors and Convoy of Hope drivers; prepares Convoy of Hope driver dispatch clipboards.
4. Check in drivers for dock appointments at Convoy of Hope distribution center.
5. Data entry and prepare reporting for all domestic transportation requests.
6. Logistics reception duties for the department.
7. Serve as administrative support for transportation, *e.g.*, coding invoices, preparing reports, wiki updates, volunteer hours.
8. Assist in completion of and filing of expense reports for logistics staff.
9. Assist Safety and Compliance Manager with management of DOT driver files, including MVRs, annual reviews, and drug and alcohol testing with current provider.
10. Assist Fleet Manager with DOT required licensing, permitting, maintenance, and safety records.
11. Prepare monthly fuel expense reports for all Convoy of Hope vehicles.
12. Other duties as assigned.

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

1. High school diploma or equivalent is required.
2. 2+ years office management experience is 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.