As a food bank, Feeding America West Michigan gathers and distributes food to relieve hunger and increase food security in West Michigan and the Upper Peninsula. This work aims to foster a community in which all neighbors are nourished and empowered within an equitable food system. By becoming a food banker, you can help make this vision a reality!

**Job opening:** Order Fulfillment Assistant

**Location:** Grand Rapids

* **Professional Requirements:**
* Good interpersonal relationship skills, including internal and external
* Strong attention to detail
* Outgoing and confident personality
* Some knowledge of warehouse operations
* Proficient computer skills – including full Microsoft Suite and Google programs
* Good organizational and math skills
* Commitment to the mission of the Organization
* Valid driver’s license
* Ability to lift at least 50 pounds on an occasional basis

**Responsibilities**

* Act as initial contact for Programs Department related to agency orders
* Answer phone calls regarding issues with orders, ordering, pick-ups, and deliveries
* Assist in resolving issues related to orders
* Create, review, edit, and confirm agency orders
* Process and maintain agency order records
* Handle confirmations of upcoming deliveries and distributions.
* Ensure databases are up-to-date.
* Organize and track add-on program items (i.e. recipe cards, signage, etc.).
* **This list is not all-inclusive and other duties may be assigned**

**Job Type:** Full-Time

**Schedule:** Monday through Friday; 8:00am-4:00pm

**Pay:** $17.00 Hourly, contingent with experience

**Benefits:**

* 403b matching
* Company-provided life insurance and short/long term disability
* Paid vacation and holidays
* Access to affordable family health and/or dental insurance plan
* Gym membership reimbursement (up to $20/month)

**How to apply:** Apply online by emailing your resume and cover letter to [ShayK@FeedWM.org](mailto:ShayK@FeedWM.org) or apply in person at 864 West River Center Drive, Comstock Park, MI 49321 between 8:30 a.m. and 3:30 p.m.

*It is the policy of Feeding America West Michigan to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex, disability, protected genetic information, sexual orientation or any other legally protected category and to promote the full realization of that policy. The food bank will assure equal employment opportunities in all personnel actions and procedures including, but not limited to recruitment, hiring, training, transfer, promotion, compensation and benefits.*