



### **Administrative Coordinator Position Description**

**About Us** - Based in Durham, North Carolina, Firsthand Foods is a women-owned, mission driven company that helps local, pasture-based livestock producers get their meats to market. Our team shares a set of core values, including innovation, collaboration and accountability and we are passionate about doing our part to build a more sustainable and equitable meat industry. We operate within a dynamic team environment that requires high levels of communication, adaptability, strategic thinking and a sense of humor.

**Position Description:** The Administrative Coordinator is an integral member of the Firsthand Foods' team and is responsible for the efficient and successful management of a wide variety of company-wide systems, including bookkeeping, data tracking and storage, and administrative projects. You will focus on organizing and recording financial transactions to ensure we get paid by our customers and, in turn, pay our farmers and vendors in a timely manner. You will exhibit attention to detail, excellent communication skills and an openness to learning and mastering company systems.

### **Responsibilities**

#### **Bookkeeping**

- Manage **accounts receivable**, including entering payments, tracking overdue invoices and communicating with customers about due dates and plans for payment.
- Manage **accounts payable**, including compiling and evaluating for accuracy distributor, processor and producer payments and paying all bills due.
- Enter expenses and assisting the CFO with **reconciliations and tax liabilities**.
- Manage credit card balances, mileage reimbursements and documentation requirements from vendors, customers and insurance providers.
- Calculate and pay beef farmer premium payments & association fees.

#### **Office Support & Administration**

- Respond to public **email and phone inquiries**.
- Maintain stock of **office supplies**, including paper, snacks, water, etc....
- Pick up mail from the post office & invoices from supply chain partners, make **bank deposits**.
- Coordinate occasional mailings, run errands and assist with coordination of **team gatherings & events**.
- Take notes at company meetings.

### **Data Management**

- Manage **organized systems** for electronic file sharing.
- Assist with annual farmer, customer and employee **surveys**.
- Conduct critical **filing, recordkeeping and data entry** tasks.
- Track social and financial impact data in support of certifications & grant reporting.

### **Marketing Assistance & Special Projects**

- Update product pricing across multiple platforms.
- Organize and **maintain digital photography files**.
- Assist with **website updates**, marketing campaigns & distribution of marketing materials to customers.
- Manage year-end customer gift project and **on-line merchandise sales**.
- Assist with inventory management of marketing collateral.

### **Other**

- Demonstrate a consistent and enthusiastic ability to **work as part of a team**.
- Develop an ability to **manage data** across a variety of on-line platforms.
- Develop a comprehensive understanding of our mission, core values, products, and company practices, including production standards, supply chain arrangements, sales processes, and operational procedures.

### **Characteristics & Traits**

Detailed, Organized, Diligent, Communicative, High Initiative, Adaptive, Confident, Service Oriented, Good Natured, Hard Working, Team-Player

### **Successful Candidates Must Have**

Minimum 3 years experience, including 1 year of bookkeeping

Strong computer literacy, including Quickbooks, Excel & Google Drive

A strong interest in any of the following: local food, sustainable agriculture, B Corps or pasture-raised meats

### **Desirable (but not required)**

Experience using Slack, Square, Word Press, and low tech design software such as Canva

### **Reports to:**

Tina Prevatte Levy, COO/CFO

### **Salary:**

This is a full-time position. Salary commensurate with experience. \$40 - \$50K range.

**Hours:** Regular (9am - 5pm) business hours with the opportunity to flex.

**Location:** The Administrative Coordinator will work in Firsthand Foods' Durham office. This is not a position conducive to working remotely however we have a collaborative team

environment that allows for flexibility when needed.

**Employee Benefits:** Minimum 10 days of paid leave annually plus federal holidays, disability insurance, employer sponsored retirement, bereavement leave, paid family & medical leave, paid sabbatical, and \$100 monthly credit toward meat purchases.

Please send a cover letter and resume to [info@firsthandfoods.com](mailto:info@firsthandfoods.com) by October 7th, 2023.