



1624 Franklin Street, Suite 722
Oakland, CA 94612
510.272.4435 • Fax: 510.272.9171
www.cafoodbanks.org

Farm to Family Logistics Administrator

Are you an efficient, organized, problem solver? We would like you to join our team! This position will help tens of thousands of Californians have access to nutritious food. This is an opportunity to develop or hone logistics skills and work closely with a team to solve problems in real time.

Location: Downtown Oakland

Reports to: Associate Director of Farm to Family

Employment Type: Full-time, non-exempt, 37.5 hours per week

Position Description: The Farm to Family (F2F) Logistics Administrator is responsible for the logistical aspects of produce, shelf-stable and other commodities programs.

Responsibilities:

- Arrange and negotiate shipment of F2F orders with transportation companies;
- Notify transportation companies of assigned weekly loads;
- Develop relationships with carriers, food bank staff and shippers;
- Verify and maintain accurate information for carriers, food banks and shipping hours;
- Resolve and track logistic issues as they arise;
- Input details of booked loads, owner operator expenses/income, new carriers and driver plans;
- Reconcile and approve freight bills;
- Communicate issues and/or concerns to the Associate Director of F2F;
- Other job duties as necessary and assigned.

Qualifications:

- Bachelor's Degree preferred but not required;
- Knowledge of trucking industry;
- Computer proficiency, specifically Microsoft Outlook, Word, Excel and Navision;
- Detail oriented with a high level of accuracy;
- Ability to work in a fast paced, time critical environment with heavy volume;
- Ability to work individually and as part of a team;
- Excellent professional written and verbal communication skills; as well as interpersonal skills to develop and maintain effective business relationships within and outside of CAFB;
- Good organizational and time management skills;
- Commitment to CAFB's mission.

Compensation:

\$39,000-\$43,000 annually, 37.5 hour work week, with generous benefits including employer-paid health, dental and vision, retirement program, life insurance, disability, and PTO.

To apply please email Charisse@cafoodbanks.org and attach your resume and cover letter including compensation requirements.