



SECOND HARVEST
of SILICON VALLEY

Corporate Procurement Administrative Assistant

About Second Harvest of Silicon Valley

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger, distributing healthy groceries through a network of 310 partners at 1,000 sites in Santa Clara and San Mateo counties. This also makes Second Harvest one of the largest food banks in the nation. Due to the prohibitively expensive cost of living in Silicon Valley, hunger is at an all-time high as more and more families are forced to sacrifice nutritious food for housing. Second Harvest is helping to keep people healthy by providing enough nutritious food for over 58 million meals a year — half of which is fresh produce. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is building a hunger-free community, visit shfb.org.

About the Position

As Procurement Assistant you will be responsible for the processing of vendors' service contracts and purchasing agreements. Processing all invoicing for final payment, following up with all requests from manager or director, meeting or communicating with vendors and suppliers along with manager to purchase product or service for Second Harvest.

Duties and Responsibilities:

- Devise and use fruitful ways of recording or keeping track of important transactions with project management tools like SmartSheet.
- Facilitate and manage the day-to-day workflow based on known deadlines; effectively prioritize and complete competing projects.
- Find suppliers and vendors to initiate business contacts with for purchasing daily items.
- Negotiate with supplies and vendors for best pricing and service to match our needs for daily items.
- Set forth purchase orders of necessary products and services
- Process and re-check purchases details of orders and deliveries
- Keep track of current contracts for manager and director to go over at any time.
- Collaborate and communicate with other key personnel and departments for their daily supply and service needs
- Track and prepare invoices for payment approval
- Support other purchasing responsibilities as needed
- Perform other duties as assigned in order to satisfactorily complete Second Harvest of Silicon Valley's goals and objectives.

Qualifications

- 3-4 years administrative work experience
- Experience with Smartsheet desirable
- Strong administrative and office skills
- Ability to multitask multiple projects with superb accuracy



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Curtner Center
750 Curtner Avenue
San Jose, CA 95125
408-266-8866

Cypress Center
4001 North First Street
San Jose, CA 95134
408-266-8866

Bing Center
1051 Bing Street
San Carlos, CA 94070
650-610-0800



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- Significant level of computer proficiency including strong MS Office skills, data entry/retrieval.
- Demonstrated ability to follow established procedures and organize, plan and carry out activities to meet specific timelines with minimal supervision.
- Exceptional customer service skills over email, phone and in person, with vendors, suppliers and internal colleagues.
- Ability to maintain superb organizational skills and impeccable attention to detail in a distracting work environment.
- Steward sensitive information with the highest degree of integrity and confidentiality.
- Genuine interest in the mission and activities of a food bank.
- Willingness to make changes in routine and pace of activity due to shifting priorities.

Position Title:	Corporate Procurement Administrative Assistant
Reports To:	Corporate Procurement Manager
Location:	Second Harvest of Silicon Valley 750 Curtner Ave., San Jose, CA 95125
Compensation:	Full-time, Exempt. Competitive salary commensurate with experience. Generous health benefits, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and excellent retirement savings plan

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