

Agency Relations Representative

The Community FoodBank of NJ is looking for an Agency Relations Representative to support our Agency partners. This role will report directly to the Manager, Agency Relations and is located in the Hillside, NJ office.

In this role, you will process orders for CFBNJ partner agencies, ensuring accuracy and providing excellent customer service. This role works in a fast-paced environment and involves a lot of face-to-face interaction. This includes scheduling appointments for food pick-up, welcoming and assisting partner agencies with order selection, reviewing order patterns to detect unusual ordering, and enforcing restrictions on product type and quantity. In addition, you will assist in the preparation of monthly reports, handle routine data entry and prepare invoices for food orders.

Qualified candidates will have a minimum of a High School diploma (or equivalent). Technical aptitude (Microsoft Word and Excel) is essential for success, along with a positive, can-do attitude, excellent communication and interpersonal skills, a high degree of self-motivation and the ability to work well on a team and learn new concepts quickly. Qualified candidates should send a resume to hrdept@cfbnj.org.