



Where Food Comes From, Inc.  
303.895.3002  
202 6<sup>th</sup> St, STE 400,  
Castle Rock, CO 80104

Where Food Comes From Job Position:

## Admin/Business Support

Location: Onsite in Castle Rock, Colorado (WFCF Headquarters)

### Roles and Responsibilities

- Aid all WFCF divisions with ongoing data entry project needs into various company databases and external systems
- Backup support for customer service personnel for all incoming calls, office guest and other visitors
- Assist in ordering and distribution of program materials to offsite staff, independent contractors, and customers
- Assist in maintaining a working office environment (including managing internal lists, mail, incoming/outgoing materials, and office-related equipment) and report problems to proper personnel
- Organize and schedule meetings and appointments, as requested
- Perform any other responsibilities as needed

### Required Skills:

- Exceptional communication skills
- Ability to multi-task and manage priorities effectively and efficiently
- Comfortable with navigating and learning different software systems
- Strong deductive reasoning skill
- Strong aptitude for professionalism and courtesy
- Proven customer-oriented mentality
- Experience with Microsoft products i.e. Word, Excel, and Outlook

### Requirements:

- High school diploma or higher, with a degree or qualifications in secretarial studies being an advantage.
- 2-5 years of data entry experience

### Working Conditions:

This position is in our Castle Rock, Colorado headquarters with no remote possibility. Working hours are Monday through Friday from 8am to 5pm, with additional hours possible. Additionally, due to the nature of the information handled within this position, complete confidentiality, and refrain from conflict of interest is demanded, and failure to adhere to these requirements is a terminable offense. We are a company that encourages self-starters, and we reward highly motivated employees. There is opportunity for growth within this position for the individual who consistently excels in their performance.