EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Assistant</td>
<td>17042</td>
<td>11/14/2019</td>
<td>Gilroy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 - 40</td>
<td>$20 - $DOE</td>
<td>Various</td>
<td>Various</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>REQUIRED FOR POSITION</th>
<th>REQUIRED EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug Screen, CA ID</td>
<td>Other - AA degree</td>
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</tbody>
</table>

**JOB DESCRIPTION**

**Job Overview:**

Responsible for day to day activities and performs a variety of administrative functions including, preparing and distributing reports, timely payroll support, and monitoring shipping supply inventory, in a courteous, professional, and confidential manner for the General Manager and management staff.

**Job Responsibilities:**

- Gathers, organizes, and distributes daily, weekly, monthly information and reports to appropriate individuals and departments in a timely and accurate manner.

- Resolves requests, complaints, and problems or refers appropriately.

- Collects information and reports individual productivity for personnel in receiving, shipping, replenishment; as well as, individual quality information for mis-picks, mis-slots, and receiving errors – uses APT as necessary.

- Monitors shipping supply inventory & ensures levels are maintained (partnering with Inventory Control & vendors), and orders office supplies and printer cartridges as needed.

- Provides payroll support including, the preparation of associate reviews, attendance reports for review period, scheduling changes in Etime, and enters new employees into time clock.

- Codes and processes invoices and billing as needed. Manages vendor logs and accrual

- Spreadsheets.

- Handles co-op cash proceedings – money orders and distribution to Accounts Payable. Administers SharePoint site for the facility.

- Coordinates and plans events as necessary (e.g. associate lunches, picnic, holiday party).

**3 TO 5 KEY SKILL SETS REQUIRED**

**Job Requirements:**

- Four or more years of progressive related experience

- Associate degree preferred and/or related experience
• Strong interpersonal, verbal, and written communication skills
• Well organized and able to handle several projects at the same time while adhering to strict deadlines
• Problem solving abilities and good data entry skills

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status. UNFI is an EO employer – M/F/Veteran/Disability. VEVRAA Federal Contractor.