



Position Title: Fleet & Logistics Administrative Assistant
Job Status: Full-time/non-exempt
Location : MDS Office, Lititz, PA
Revised: January 7, 2025
Wage: \$20.86 - \$25.93 an hour

Primary Responsibility

Provide administrative support to the Fleet and Logistics operations of MDS.

Reporting Relationships

Reports to the Fleet and Logistics Manager (FLM).

Responsibilities

Administrative Support for Fleet and Logistics

- Maintain vehicle and equipment documentation, including vehicle titles, registrations, insurances, vehicle maintenance records, and the processing of driver applications utilizing Fleet and Logistics databases
- Review and code department invoices
- Manage all MDS mobile communication devices for volunteers and staff
- Assist Warehouse Coordinator with managing non-vehicle assets in the MDS warehouses as needed
- Ship supplies to MDS projects and process returned supplies and equipment from projects
- Schedule, and assist with managing volunteers who move and maintain equipment and serve in the MDS warehouses
- Support project leadership with questions related to Fleet and Logistics
- Assist with payments, reimbursements, and reporting for Fleet and Logistics operations, including, but not limited to:
 - Fleet and Logistics staff credit card reports
 - Budgeting

Other Tasks

- Member of the Field Operations team
- Participate in general staff meetings and calls
- Serve as backup for Field Operations Administrative Assistant
- Other duties as assigned

Qualifications

- Knowledge of and passion for the MDS mission, vision and core values
- Commitment to the Anabaptist faith and peace position and active in an Anabaptist church
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- Associate degree or certificate in administration, logistics or related field

- Three to five years of administrative support experience required

Essential Skills

- Proficient in Microsoft Office Suite
- Proficient with online management content systems
- Detail oriented with strong organizational skills
- Good verbal and written communication skills
- Ability to interact with and be sensitive to a diverse constituent group
- Demonstrated ability to communicate well on the telephone and respond in a timely manner
- Well-developed problem-solving skills
- Collaborates well with others
- Creates, organizes, and follows a work plan while being flexible to changing priorities
- Ability to work as a team member, and independently without supervision
- Availability and willingness to travel up to 5% time
- Physical requirements: Involves some physical exertion, such as standing for long periods of time, recurring bending, stretching, reaching or spending long periods at a computer terminal. The work may require recurring moving of items weighing between 20-50 lbs.
- Work environment: With the use of normal safety precautions typical of offices, meeting rooms, and in commercial vehicles, there is little risk of danger.

Resumes may be sent to jobs@mds.org or mailed to:

Mennonite Disaster Service
Attn: Human Resources
583 Airport Rd
Lititz, PA 17543