

San Antonio Food Bank

Job Description



Position Title: *Data Processing Representative*

Requirements

- Must be experienced /knowledgeable with SNAP (Food Stamp) Program
- Must be available to 11 a.m. to 8p.m shift Monday thru Friday
- Significant emphasis on SNAP knowledge and Administrative skills background.

Focus of Responsibilities

- Provide exceptional customer service and application assistance/HHSC interviews to SAFB client walk-in and phone.
- Perform quality assurance review of all HHSC submitted documentation.
- Perform inquiries in HHSC systems.
- Compiles data and complete reports according to prescribed deadlines.
- Provide back up assistance to all other staff when deemed necessary.

Qualifications:

- Must be experienced /knowledgeable with SNAP (Food Stamp) Program
- Must be available to 11 a.m. to 8p.m shift Monday thru Friday
- Significant emphasis on SNAP knowledge and Administrative skills background.
- Ability to organize work, attention to detail, accuracy and the meeting of deadlines.
- Ability to work cooperatively with other Food Bank staff and volunteers.
- Ability to present a professional demeanor under a variety on conditions.

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

Send a resume with cover letter ybazan@safodbank.org or harsafb@safodbank.org.