



Meals on Wheels of Norman, Inc., a United Way agency, provides nutritious noon-time meals to the ill, disabled, and senior members of our community. Office hours are 7:30 a.m. – 3:30 p.m. Monday – Thursday and 7:30 a.m. – 2:00 p.m. Fridays. Meals on Wheels of Norman is an equal opportunity employer.

Position: **Office Manager**

Job Type: **Temporary** Company: **Meals on Wheels of Norman, Inc.**
Part-time with **528 E. Main Street / P.O. Box 1371**
Possibility of **Norman, OK 73070**
Becoming **(405) 321-7272**
Permanent **Fax: (405) 321-8413**

info@mealsonwheelsnorman.com
www.mealsonwheelsnorman.com

Work Schedule: **7:30 – 12:30** Hours per week: **20 – 25** Pay: **\$12.00 per hour**

Job Function: **Working as part of the Meals on Wheels team the position will include preparation of reports, surveys, and spreadsheets on a daily, monthly, and annual basis. Client intake and referral will also be a part of the job. Basic bookkeeping and office administration skills are also required.**

Minimum Qualifications:

1. **Bachelor’s degree or equivalent work experience**
2. **Previous work experience with volunteers**
3. **Excellent communication skills**
4. **Valid Oklahoma driver’s license**
5. **Good computer skills**
6. **Availability to have a flexible work schedule**

Benefits Provided: **No** Required Applicant Documents: **Resume, Cover letter, and List of three (3) References**

Interested applicants should fax or email resume with cover letter to (405) 321-8413 or email to info@mealsonwheelsnorman.com



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