



*"Serving Those Who Served"*

# WE ARE HIRING

## OFFICE MANAGER

We are looking for a career-minded, honorably discharged military veteran to fill a full-time position as an office manager. The team member will greet clients at the door and on the phone, manage the calendar for the CVSOs, manage grant funds, assist the Transportation Manager and the Veterans Response Team Coordinator, manage account payables and ensure that the needs are met for our veterans and their families with excellence.

Knowledge of:

- Proper English, spelling, grammar, and punctuation
- Business letter writing and basic report preparation
- Modern office procedures and practices including telephone etiquette, Microsoft Office, Excel and Outlook
- Record keeping and filing techniques

Send cover letter, detailed resume, a copy of all DD214s, and name/contact information for three professional references to:

Nichole Coleman

Hancock County Veterans Service Office

1100 E Main Cross St, Suite 123 , Findlay OH 45840, or via email at [nrcoleman@co.hancock.oh.us](mailto:nrcoleman@co.hancock.oh.us)

### Requirements:

Honorable discharge

Be available outside of normal office hours

Valid driver's license

Service Oriented

Organized

Multi-tasker

Computer literate and proficient with MS Office

Conflict resolution

Ability to focus with distractions

Growth minded

Team Player

**Apply by November 3, 2023**