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# Administrative Office Manager

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## THE JOB

Grand Bakery is back and we're looking for an awesome self-starter to join our operations team. You'll come into the bakery three days per week. You'll use QuickBooks Online to handle invoicing and accounts receivable. You'll provide management support, engage with wholesale partners, individuals and community groups to fulfill special and seasonal orders. You will become an integral part of the team, supporting Grand Bakery's mission of serving our community.

## THE DETAILS

We're looking for someone 10-15 hrs/week: Monday, Wednesday, Thursday, 9am-1pm preferred though schedule is somewhat flexible. If this sounds like the opportunity you've been waiting for...

visit:

[GrandBakeryOakland.com/jobs](http://GrandBakeryOakland.com/jobs)

or email:

[Sam@GrandBakeryOakland.com](mailto:Sam@GrandBakeryOakland.com)

We look forward to hearing from  
you!