

Office Manager

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary to Hire

Description

Lead office operations as an Office Manager at a developing Healthcare/NHS company. Are you looking to take your career to the next level? This position is ideal for passionate self-starters such as yourself. Applicants interested in this position can contact Robert Half to learn more about this amazing opportunity. A firm in the Sacramento, California area has an opening for an Office Manager on a long-term contract / temporary to hire basis.

What you get to do every day

- Handle copy services, word processing, mail and distribution services, office reception, office equipment, utility services and communication systems
- Manage overall office administration
- Be a part of maturing and editing office policies and procedure for improved workflow
- Work with Management in monitoring budget for office related items and staff
- Observe and seek improvements to office organization

Please contact Sadaf Ahmadi at 916.245.1589 to discuss!

Requirements

- Job related experience
- Paychex Payroll experience
- General familiarity with ordering office supplies and equipment
- Demonstrated knowledge of Purchasing Materials
- Command of Human Resources (HR) Administration
- Accounts Payable (AP) experience
- Back office support experience
- Strong familiarity with Administrative Office
- Adeptness in Accounts Receivable (AR)
- Previous experience in a supervisory role preferred

This is an excellent opportunity for the right administrative / office management professional. This opening is expected to be staffed by the end of the week - don't hesitate in reaching out to us!

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Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.