

## 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:** \$18.00 to \$24.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is looking for an Office Manager to assist with the general operation of our client's offices in the Silver Spring, MD area. Duties typically involve greeting visitors, answering incoming phone calls, purchasing office supplies and taking proper inventory, and supervising office staff to ensure maximum productivity. You may also be required to create presentations and produce management-level reports. To be a successful hire, you will need to have prior experience in office administration. You will also need to be proficient in Microsoft Office applications such as Word and Excel.

### Requirements

#### -Available to work in office and commutable to Silver Spring, MD

- Overseeing general office operation.
- Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service.
- Coordinating appointments and meetings and managing staff calendars and schedules.
- Supervising, mentoring, training, and coaching office staff and delegating assignments to ensure maximum productivity.
- Coordinating domestic and international travel, including flight, hotel, and car rental reservations.
- Purchasing office supplies and equipment and maintaining proper stock levels.
- Producing reports, composing correspondence, and drafting new contracts.
- Creating presentations and other management-level reports.
- Experience in office administration.
- Office management experience.
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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Questions? Call your local office at 1.888.490.4154. 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.**