

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: \$23.00 to \$27.00 hourly
Employment status: Contract / Temporary

Description

We are seeking a highly organized and proactive Office Manager to join our team in Silver Spring, Maryland. This is a contract opportunity for a professional who thrives in a fast-paced environment and enjoys managing day-to-day office operations while supporting leadership and staff. This role requires leadership, organization, and business acumen.

Responsibilities:

- Manage office operations, including budgeting, supplies, and vendor contracts.
- Supervise administrative staff and delegate responsibilities.
- Maintain records, reports, and office systems.
- Support HR functions such as onboarding and timesheet approval.
- Coordinate meetings, events, and communication between departments.

Requirements

- 3–5 years of office management or administrative experience.
- Strong leadership and communication skills.
- Excellent organization and multitasking ability.
- Proficiency with Microsoft Office and project management tools.

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