

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: \$19.95 to \$23.10 hourly
Employment status: Contract / Temporary

Description

Robert Half is hiring a highly-skilled and motivated individual to lead operations in the Reston, Virginia office of a growing company as their Office Manager. Are you a passionate self-starter ready to take the next step in your career? Then we have the Office Manager position for you. The Office Manager role is a short-term contract / temporary position.

How you will make an impact

- Be in charge of over overall office administration
- Be a part of maturing and editing office policies and procedure for improved workflow
- Be responsible for word processing, copy services, office reception, mail and distribution efforts, communication systems, utility services, and office equipment
- Support Management in monitoring budget for office related items and staff
- Review and make improvements to office production

Requirements

- Requires past experience) in a supervisory role
- Experience with Manage Vendor Relationships
- Manage Vendor Relationships experience preferred
- Distribute Meeting Minutes experience highly valued
- General familiarity with Document Management
- Good understanding of Calendar Management
- Adeptness in Coordinating Appointments
- Deep understanding of Maintain Office Supplies
- Previous experience working with Distribute Meeting Minutes
- Provide Clerical Support experience
- Solid understanding of Administrative Office
- Practical knowledge of Ordering Office Supplies
- Earlier work involving SharePoint
- Background working with Microsoft Office Suites
- Demonstrated knowledge of Answering Multi-Line Phone System
- Corporate Events experience highly preferred
- Job related experience

This is a great opportunity for the appropriate candidate looking to work as an administrative / office management professional. A candidate will be hired by the end of the week for this position - contact us now!

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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.