

## 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 \$19.50 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

If you are a deeply passionate self-starter looking to grow your career, you might be the highly-skilled and motivated Office Manager a growing company is looking for to lead office operations. Candidates can learn more about this exciting opportunity by contacting Robert Half. Based in the Mclean, Virginia area, this Office Manager position is a great opportunity for candidates seeking long-term contract to hire employment.

What you get to do every day

- Lead overall office administration
- Take part in developing and revising office policies and procedure for improved workflow
- Operate with Management in monitoring budget for office related items and staff
- Preside over all manner of office related tasks: handle copy services, word processing, mail and distribution services, office reception, office equipment, utility services and communication systems
- Observe and seek improvements to office organization

### Requirements

- Job related experience
- Answering Multi-Line Phone System experience
- Comprehensive knowledge of Microsoft Office 365
- Ordering Office Supplies experience
- Organizing Files experience
- Distribute Incoming Mail experience preferred
- Need past experience in a supervisory role

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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.**