

Quechan Indian Tribe (5300)
To: Employment Counselor
Date: 05/19/2024



94080

South San Francisco, CA, 94080

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: \$38.46 to \$40.00 hourly

Employment status: Contract / Temporary to Hire

Description

Manufacturing company is seeking an Office Manager (Contract to Full-Time Hire) to join their team! This role requires onsite work in South San Francisco, CA. If you enjoy working for a small, privately owned business where you will contribute your accounting knowledge and skills, this may be for you. Please note the hours are 6:00am - 2:00pm (some flexibility may be allowed)

How you will contribute:

- Overseeing personnel administration tasks such as payroll management via ADP, handling benefits, timekeeping, and policy administration.
- Managing vendor administration, including accounts payable functions.
- Handling customer administration duties, including managing accounts receivable.
- Conducting banking tasks.
- Ensuring compliance with sales and use tax regulations through administration, reporting, and transfers.
- Supervising all onsite support services, including IT support, office supplies management, and janitorial services.
- Assisting inside sales team with phone inquiries.
- Undertaking additional related responsibilities as required.

Requirements

- Initiative-driven
- Solution-oriented
- Collaborative team player
- Strong organizational skills
- Proficiency in QuickBooks, ADP, and Microsoft Office

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