

## 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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