

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 \$19.80 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half is currently working with a client looking for an Office Manager. The Office Manager will supervise everyday operations and efficiency. This position involves owning budgets, accounting responsibilities, and managing administrative staff and office supplies. Do you have experience managing a wide variety of tasks? Then this is the Office Manager position for you!

What you get to do every day

- Help operations by supervising staff and maintaining office systems
- Research and negotiate cost effective prices with vendors, and order inventory/supplies
- Managing the overall hiring experience with new employees including recruiting, onboarding, and training
- Resolve office, employee, and customer related issues
- Help with accounting operations including Accounts Payable, Accounts Receivable, Payroll, Bank/account reconciliation, and expense reimbursement

Requirements

- Excellent verbal, written, and social skills
- Ability to multitask and meet deadlines
- Experience with human resources management practices and procedures
- Strong proficiency in Excel and other Microsoft Program skills required
- Solid knowledge of QuickBooks and payroll software applications
- 2+ years of office management experience
- High school diploma or equivalent required (AA/AS preferred)
- Must be able to problem solve and think critically, and have a high attention to detail

Candidates that match the necessary skills and are in urgent need of employment should contact us today!

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit roberthalf.gobenefits.net for more information.

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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.