

## 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:** \$30.88 to \$35.75 hourly

**Employment status:** Contract / Temporary to Hire

### Description

One of our clients in Walnut Creek is looking for an Office Manager for a contract to permanent placement opportunity.

\*\*\*Contact Ade Henderson via LinkedIn for immediate consideration\*\*\*

- Update Employee Handbook and manage labor notices.
- Maintain HR records and monitor professional licenses.
- Perform employee reviews with senior management.
- Coordinate payroll and benefits with vendors.
- Manage 125 Flex plan, insurance renewals, and policy compliance.
- Recruitment Support:
- Assist in interviewing and organize employment documents.
- Support company founder professionally and personally.
- Manage correspondence, orders, and reservations.
- Handle document tasks and maintain records.

### Requirements

- Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- Proven experience in HR administration, preferably in a fast-paced environment.
- Familiarity with payroll processing and benefits administration.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to handle sensitive information with confidentiality and discretion.
- Proficiency in Microsoft Office Suite and HRIS software.
- Flexibility and willingness to assist with various tasks as needed.

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](https://roberthalf.gobenefits.net) for more information.

© 2024 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**

