

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.

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