

## 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:** \$24.00 to \$26.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is looking for an Office Manager for a 100% onsite contract position in San Francisco, CA. If your experience matches the below requirements, please apply today!

What you will be doing in a given day:

- Coordinate administrative tasks, including managing correspondence, scheduling meetings, and handling phone calls and emails.
- Oversee office facilities and equipment, including maintenance, repairs, and ordering supplies.
- Manage office budgets and expenses, including tracking expenditures and reconciling accounts.
- Coordinate office events and meetings, including arranging catering, booking venues, and preparing materials.
- Manage office records and documents, including organizing files, maintaining databases, and ensuring confidentiality.
- Serve as a point of contact for visitors and external stakeholders, including clients, vendors, and service providers.
- Collaborate with other departments to coordinate administrative activities and support cross-functional initiatives

### Requirements

- Expense reporting
- Scheduling
- Maintaining office inventory
- Ordering lunches
- Data Entry

-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.

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Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. 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.

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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.**