

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/14/2024



94560
Newark, CA, 94560

Assistant Clinic 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: \$40.85 to \$47.30 hourly
Employment status: Contract / Temporary to Hire

Description

Are you a self-starter and passionate about growing your career? This Office Manager position may be a great opportunity for you. The ideal candidate would be highly-skilled in leading office operations at a growing company. Apply now with Robert Half to learn more about this exciting opportunity. There is an opening for an Office Manager on a long-term contract / temporary to hire basis in the Newark, California area.

How you will make an impact

- Help Management in managing budget for office related items and staff
- Assist in developing and revising office policies and procedure for improved workflow
- Oversee overall office administration
- Evaluate current office organizational structure and make improvements
- Preside over all manner of office related tasks: handle copy services, word processing, mail and distribution services, office reception, office equipment, utility services and communication systems

Requirements

- Need past experience in a supervisory role
- Proven knowledge of Job Scheduling
- General familiarity with Patient Scheduling
- HealthCare Environment experience
- Supervising experience
- Practical knowledge of Administrative Office
- Surgery Scheduling experience highly desired
- Foundational knowledge in HealthCare Industry
- Well-founded grasp of scheduling
- Command of Healthcare Administration
- 3+ years of job related experience required

If you are an administrative / office management professional, this may be a great opportunity for you. This opportunity will not be available by the end of the week - 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.

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Questions? Call your local office at 1.888.490.4154. 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 authorized to work in the United States. Benefits are available to temporary professionals. Visit <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.