

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/19/2024



95126
San Jose, CA, 95126

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: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary

Description

An Office Manager is currently wanted by a developing company to maintain and supervise operations. This job would be best suited for candidates that are self-starters looking to grow their career. Submit your resume with Robert Half to be considered for this position. This Office Manager role is based in the San Jose, California area and is a long-term contract / contract / temporary opportunity.

What you get to do every single day

- Assess and find improvements in office efficiencies
- Be responsible for word processing, copy services, office reception, mail and distribution efforts, communication systems, utility services, and office equipment
- Lead overall office administration
- Take part in developing and revising office policies and procedure for improved workflow
- Operate with Management in monitoring budget for office related items and staff

Requirements

- Requires past experience) in a supervisory role
- Need at least 3+ years of job related experience
- Microsoft Outlook experience desired

If you are an administrative / office management detail oriented, this may be a great opportunity for you. This position will be filled by the end of the week - contact us today!

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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.

