

## 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:** \$33.25 to \$38.50 hourly  
**Employment status:** Contract / Temporary

### Description

A highly-skilled and motivated Office Manager is wanted by a growing Non-Profit company to lead office operations. The ideal candidate would be a serious self-starter looking to expand their career. Contact Robert Half today to be considered for this exciting opportunity. This Office Manager role is based in the Menlo Park, California area and is a long-term contract / temporary opportunity.

How you will make an impact

- Evaluate current office organizational structure and make improvements
- Help Management in managing budget for office related items and staff
- Be a part of maturing and editing office policies and procedure for improved workflow
- Lead overall office administration
- Be responsible for word processing, copy services, office reception, mail and distribution efforts, communication systems, utility services, and office equipment

### Requirements

- Prior experience in a supervisory role required
- Facility Inspections experience desired
- 5+ years of job related experience desired

This is opening is a great opportunity for the properly skilled administrative / office management candidate. This position will be filled by the end of the week - contact us today!

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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.**

