

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: DOE

Employment status: Contract / Temporary to Hire

Description

Robert Half is looking for an Office Manager for specialty construction company that designs and builds cleanrooms for manufacturing and R&D applications for the semiconductor, high-tech, biotech, Agri-tech, aerospace, and other industries. Headquartered in San Carlos. This is a contract to permanent positions with a full-time flexible schedule.

DUTIES AND RESPONSIBILITIES

- Oversees all office activities
- Develops and refines processes to ensure efficiencies within the office environment
- Direct point of contact for all office matters including QuickBooks, insurances, subcontractors, and vendors
- Bookkeeping - QuickBooks
- Daily journal entries: Pay & record all bills (AP)
- Receive and record all client payments (AR)
- Record estimates/invoices & schedule of payments, receipts, timesheets, YTD Reports, update vendor, employee & customer
- Billing & Filing maintaining Client & Vendor accounts past/present
- Answer phones - screen all phone calls, record leads & assigns them to the salesperson
- Update Subcontractors and licenses
- May assist the Project Manager and Project Coordinator as needed
- New Hire paperwork
- Marketing (may assist with)
- Prepare BofA/Citi Card statements for Bookkeeper reconciliation

Requirements

QUALIFICATIONS

- Proven success in all phases of a construction office environment
- Must be able to produce measurable results to increase profitability through efficiencies and economies of scale
- At least 1 year of experience in an office environment
- High knowledge and proficiency with QuickBooks with 2 years experience
- Must understand basic accounting practices and be able to produce and edit P&L reports, and other reports on QuickBooks

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a general knowledge of construction and mastery of an office environment for a construction firm
- High knowledge and proficiency with QuickBooks
- Creative problem solving, organizational, and time management skills
- Clear and concise communication skills, both verbal and written
- Must have the ability to successfully prioritize & manage multiple tasks
- Self-driven and independent yet team-oriented and enjoyable to be with
- High degree & willingness to take ownership with a demonstrated orientation of results
- Willingness to observe company policies, procedures, & the instructions of the Owner

Job Type: Full-time – On-Site

This is an excellent opportunity for the qualified administrative / office management candidate. This position will be filled 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.