

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: \$30.00 to \$38.00 hourly
Employment status: Contract / Temporary

Description

If you enjoy Project Management, tight deadlines, and striving under pressure, we have an exciting and challenging project to complete! Our client, located in San Mateo, is seeking an experienced Office Manager and/or Administrative Assistants to support the needs of an office move. The candidate must be able to source available vendors, complete goals within timeframe given, and work independently. This is a two-three month temporary assignment.

Duties include:

- Handle all logistics related to the office move (out of state)
- Coordinating a variety of complex meetings with vendors (i.e. shredding company, office movers, etc.)
- Moving all related office information to new site location/change of address
- Maintain master list of all financial costs involved with move/budget
- Maintain all information related to contracts, agreements, etc.
- Daily Administrative tasks as assigned

Requirements

Qualifications:

- Expert level written and verbal communication skills, strong decision making ability, and attention to detail are equally important.
- Experience with Office Moves – preferably multiple times
- Strong knowledge of Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook.
- Experience working with vendors

Education:

BA/BS is preferred, but not required.

Robert Half is the world's leading staffing service specializing in the placement of highly skilled office and administrative support professionals on a temporary and temporary-to-full-time basis.

While working as a contract employee through Office Team, you will have access to benefits, be eligible for holiday pay and bonus pay, have access to complimentary online tutorials and can participate in our 401K program.

-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.

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