

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/18/2024



94089  
Sunnyvale, CA, 94089

## 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 to Hire

### Description

Do you have experience in leading office operations as an Office Manager? Then you might be the candidate a growing company is looking for to join their team. Applicants interested in this position can contact Robert Half to learn more about this amazing opportunity. This Office Manager role is based in the Sunnyvale, California area and is a long-term contract / temporary to hire opportunity.

What you get to do every day

- Assess and find improvements in office efficiencies
- Assist in developing and revising office policies and procedure for improved workflow
- Support Management in monitoring budget for office related items and staff
- Oversee overall office administration
- Take charge of communication systems, copy services, word processing, utility services, main and distribution services, office reception, and office equipment

### Requirements

- Requires past experience) in a supervisory role
- 5+ years of job related experience desired
- Comprehensive knowledge of Microsoft Office

If you are an administrative / office management professional, this may be an excellent opportunity for you to expand your career. 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.**

