

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: \$23.00 to \$26.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is looking for an Office Manager who is hard-working, enthusiastic team player, and is eager to grow. for our client in Oakland. If you love working with people, are a go getter, and are ready to be a positive member of our team, we encourage you to apply now! Our client is seeking an Office Manager to perform the following:

Responsibilities:

- Serve as the point person for office manager duties including: maintenance, mailing, supplies, equipment, bills, errands, shopping
- Schedule meetings and appointments
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Provide general support to office staff and visitors
- Train new staff members
- Perform internal training on all office protocols, procedures and other required areas
- Maintain detailed status of projects assigned throughout the office
- Ensure efficiency throughout all departments
- Project coordination
- Participates in HR as needed

Requirements

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- Advanced computer skills an absolute must
- Superior customer service and communication skills, both verbal and written
- Very strong attention to detail
- Superior organization, multi-tasking, phone skills
- Ability to work in a flexible, dynamic and fast-paced environment with ability to multi-task
- Proven track record in dealing with various personalities, working styles and departments while successfully managing a very busy, customer-focused office
- 2-3 years of prior administrative experience
- Bachelors preferred

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