



<https://reliablestaffing.com/job/office-manager-full-time-rschou4092/>

Office Manager-Full Time- RSCHOU4092

Description

Reliable Staffing Houston is seeking a Bi-Lingual Office Manager. The qualified candidate must be bilingual (English/ Spanish) as 90% of clientele is Spanish-speaking.

This position requires successful completion of a background check, drug screening, employment verification and credit check (candidate will be handling cash transactions). This is small, family-owned and operated company looking for a career-minded, skilled office professional to manage the daily office operations.

Job Location

2100 West Loop South Suite 920, 77027, Houston, Texas, United States

Date posted

November 2, 2023

Base Salary

\$ 64,000 - \$ 110,000

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

Industry

Administrative and Support Services

Qualifications

Candidates must also possess the following knowledge and skills: QuickBooks qualified or certified. Familiar with payroll processing. Familiar with payment or notes receivable processing. Office management experience: minimum 1 year. Must have reliable transportation. Must live within a 30 mile radius of Bush Airport.

Apply Now

REGISTER AND SUBMIT YOUR APPLICATION

RSCHOU4092