
How to find Office Managers with Boolean search strings

When hiring Office Managers, use Boolean search logic in Google to find resumes and profiles. Our search strings examples provide a basis to build your own Boolean searches. Modify them to [recruit Office Managers](#) who will run your workplaces efficiently.

Building search strings to find Office Managers

Create a generic search string around terms like:

- *-job -jobs -sample -examples*, to avoid irrelevant results
- *(intitle:resume OR intitle:cv)*, to discover candidates' online resumes or CVs
- *("office manager" OR "office coordinator")*, to cover variations of the same job title

Here's an example of a generic Boolean search string for office managers' resumes:

(intitle:resume OR intitle:cv) ("office manager" OR "office administrator") -job -jobs -sample -examples -"resume services"

With this search string, the words "resume" or "CV" have to appear in the page title. Adding variations of office management job titles will provide you with more relevant results. And, excluding more terms will reduce false positives.

Searching for profiles of Office Managers

Search for profiles on specific sites with Boolean search in Google by including the site: operator and terms found exclusively on member profiles. For example:

- *site:meetup.com "office manager" "member since"*
- *site:quora.com "office manager" "credentials & highlights"*

Add more criteria in your Boolean strings for office managers to find profiles that better match your requirements.

When sourcing EU candidates, please refer to guidance on [using social media for recruiting and collecting candidate information](#) as per the *General Data Protection Regulation, or GDPR*.

Sample string to search for resumes of Office Managers in various formats

(intitle:resume OR intitle:cv) (filetype:pdf OR filetype:doc OR filetype:txt) ("office manager" OR "office administrator") -job -jobs -sample -templates

Boolean search string examples to find Office Managers by skills and experience

Find office managers who:

Have worked in specific industries or disciplines

(intitle:resume OR intitle:cv) ("office manager" OR "medical secretary") -job -jobs -sample -examples

(intitle:resume OR intitle:cv) ("office manager" OR "executive assistant") -job -jobs -sample -examples

Have a specific number of years of experience

(intitle:resume OR intitle:cv) ("office manager" OR "office administrator") "6 years of experience" -job -jobs -sample -examples

Have experience in event planning

(intitle:resume OR intitle:cv) ("office manager" OR "office administrator") ("event planning" OR "planned events") -job -jobs -sample -examples

Have accounting experience

(intitle:resume OR intitle:cv) ("office manager" OR "office administrator") (bookkeeping OR accounting) -job -jobs -sample -examples

(intitle:resume OR intitle:cv) ("office manager" OR "office administrator") ("accounts payable" OR "accounts receivable") -job -jobs -sample -examples

Are familiar with customer relationship management

(intitle:resume OR intitle:cv) ("office manager" OR "office administrator") ("customer relationship management" OR CRM) -job -jobs -sample -examples

Boolean search to find Office Managers by location

By state or city:

(intitle:resume OR intitle:cv) ("office manager" OR "office administrator") (California OR CA) -job -jobs -sample -templates

(intitle:resume OR intitle:cv) ("office manager" OR "[administrative assistant](#)") Melbourne Australia -job -jobs -sample -templates

By area code:

(intitle:resume OR intitle:cv) ("office manager" OR "office administrator") (California OR CA) (935 OR 858) -job -jobs -sample -templates

Find area codes here.

Within a range of zip codes:

(intitle:resume OR intitle:cv) ("office manager" OR "office coordinator") Houston Texas 77001..77227 -job -jobs -sample -templates

Find the right zip code ranges here and here.

Further reading:

Tutorial: [Sourcing on Google: Boolean search for recruiters](#)