

Assistant to Law Firm Administrator

Are you an energetic person looking for a long-term position in law firm management support? Are you the behind-the-scenes organizer with high attention to detail that helps the team meet its goals? Do you take direction well and work well with others?

If you just nodded yes, yes, yes, we would love to meet you.

Krogh & Decker, LLP is a fast-paced law firm handling business litigation and transactional matters. Our Administrator handles a wide variety of financial, HR, vendor, and administrative tasks. We are looking for a dependable, hardworking, and upbeat Assistant to the Law Firm Administrator to support law firm operations. Responsibilities include, but are not limited to the following:

- Facilities management (includes ordering of supplies)
- Answering and routing incoming calls on a multi-line telephone system
- File management and maintenance
- Managing receipt and delivery of mail and hand-delivered packages
- Vendor management
- Basic bookkeeping and assistance with A/R and collections
- Preparing reports for the Administrator, including financial reports
- Greeting clients and visitors and managing conference room scheduling
- Maintaining the confidentiality of client, financial, and employee information
- Various projects as assigned and according to ability

The ideal candidate will be friendly, organized, confident, and be quick to learn and adapt. We are looking for someone with front desk experience and experience with basic accounting principles. Law firm experience a plus. In addition, we are looking for a candidate possessing the following skills:

- Proficiency with Office Suite including Outlook, Word, Excel, and PowerPoint
- Knowledge of QuickBooks Online (understanding of basic accounting principles)
- Proficiency with Adobe Pro
- Proficiency with Mac OS

This position will allow the ideal candidate to get a broad range of knowledge in law firm administration and provide room for continued growth should the candidate excel. Tasks and responsibilities will be assigned according to the capabilities of the candidate. The candidate will be expected to work closely with the Law Firm Administrator in order to be able to cover for any absence. Compensation will be competitive and appropriate to the applicant's experience and abilities.

If you are interested in this position and meet these qualifications please submit resume, cover letter, and references for review to lailasanousi@kroghdecker.com. All materials requested must be received for consideration.