

TITLE:	Operations Assistant	TYPE OF POSITION:	Full-Time
REPORTS TO:	Firm Administrator	HOURS:	To be determined
STATUS:	Non-Exempt		

SUMMARY

The Operations Assistant supports our executive team. You must be reliable and should accurately follow instructions with the ability to multitask and acclimatize in a fast-paced environment. To ensure success, you should display remarkable decision-making skills with a solid understanding of employee relationships, staffing management, and payroll and benefits administration. To do this role properly you should have a detailed understanding of the full Microsoft Office suite, be extremely fast at solving problems and have experience as an executive or administration assistant in the past.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist the Firm Administrator with payroll, benefits, employee recognition, maintain records of employees and scheduling performance reviews.
- Assist the Firm Administrator with the recruitment process by identifying candidates, assisting with reference checks and preparing employment contracts.
- Assist the Controller with general accounting tasks, including the processing of monthly client invoices, the preparation of letters and maintaining financial records.
- Provide support to the Receptionist with the answering of telephones, welcoming and directing visitors, reservation of conference rooms, conference room set-up and take down and ordering food for office events and client meetings.
- Provide secondary coverage for records and facilities, including the maintenance of the café and making coffee.
- Assist in the organizing of marketing and firm events, including the preparation of marketing materials, and maintenance of the Firm's website, marketing database and social media accounts.

KNOWLEDGE, SKILLS AND ABILITIES

- Highly computer literate with capability in email, Microsoft Office suite, web-based payroll, vendor websites and social media platforms.
- Working knowledge of personal computer based software programs that support this level of work, including word processing, spreadsheet, presentation graphics and data entry into custom databases.
- Sufficient knowledge of and skill in using and troubleshooting various standard office machines, including personal computers, copy machines, telephone system and scanners.
- Thorough knowledge of proper English, grammar, spelling, punctuation, and proofreading/editing.
- Ability to handle and maintain extremely confidential and sensitive information.
- Excellent interpersonal skills and ability to communicate well with colleagues and vendors.
- Ability to work well under pressure and meet tight deadlines.
- Ability to analyze situations accurately and adopt an effective course of action.
- Meticulous attention to detail.

EDUCATION AND EXPERIENCE

- College degree and legal industry experience preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Must be able to lift 40 pounds.
- Must be able to stand for 60 minutes at a time and sit for 60 minutes at a time, either working on a computer, or sorting and filing paper.
- Work is performed in a normal office setting.

SCOPE OF JOB DESCRIPTION

This job description does not limit the tasks that an employee may reasonably be requested to perform. Substantive changes to this job description may be necessary to meet the changing business needs of the firm. Any substantive revisions to this job description require the approval of the Managing Shareholder. This job description in no way alters the employee's at-will employment relationship with the firm.

Please submit resume to Barbara Urbani at burbani@trainorfairbrook.com