

Office Manager Labor & Employment Law Firm

Are you looking to join an established and successful law firm of experienced labor and employment law practitioners that provides exciting opportunities for learning and growth?

Our law firm, Cook Brown is seeking an experienced part-time Office Manager. Must have five or more years of demonstrated experience in a legal office. This role includes strategic planning, project management, and critical administrative oversight. This position also has a key leadership role in shaping and sustaining the firm's culture.

This role requires an office manager who is highly skilled at workflow and understands employee engagement. They will be invested in making important contributions to the success of the firm. Efficient planning and execution, coupled with the ability to be a skilled problem solver will be the keys to this role's success.

This position encompasses a wide range of activities with involvement in administration, personnel (including direct responsibility for HR functions), facilities, and business systems. The candidate will have the opportunity to create, review, update and implement office policies and procedures to meet the firm's needs in collaboration with Partners, Finance and others.

The selected candidate will work in a culture where a talented team of attorneys and employees who work together to serve our clients. The firm promotes a collegial workplace and culture of trust, collaboration and transparency.

This position is in Sacramento and reports to the Managing Partner. This is an onsite part-time role at 20-25 hours per week with some flexibility for variable remote work.

California Employers Association (CEA) is the recruiter for this position.

Requirements

- Five or more years of relevant experience in a legal office
- Bachelor's Degree preferred
- Skilled in project management
- Strong interpersonal and communication skills
- Keen attention to detail
- Strong writing skills and the ability to review and proofread reports

- Solution-focused and able to multi-task
- Computer/tech proficiency; Microsoft Office (Outlook, Word, Excel and PowerPoint) and has the ability to learn software
- Knowledge of various computer hardware and software programs and office equipment
- Be organized and able to manage competing priorities
- Fluent in verbal and written English
- Marketing experience is a plus

Compensation

- Competitive compensation with annual performance bonus potential
- PTO and PSL
- Commitment to employee growth and skills development

To apply: If you are up to this challenge, we invite you to apply for this position. Qualified candidates please submit your cover letter and complete resume as soon as possible to cearecruiter@employers.org. Upon receipt of your resume and cover letter, we will contact those qualified candidates to proceed in the interview process.

Search Firm Representatives, please note: CEA is not seeking assistance or accepting unsolicited resumes from search firms for this employment opportunity.

Our client is an equal opportunity employer. They offer equal employment opportunities without regard to race, color, gender, religion, age, nationality, social or ethnic origin, sexual orientation, gender identity or expression, marital status, pregnancy, disability, genetic information, veteran status, or any other characteristic protected by law. These opportunities include all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, job placement, training, compensation, benefits, discipline, advancement, and termination. Women and minorities are strongly encouraged to apply.