

Job Opportunity – Office Administrator / Business Manager

Description

Ellis Investigations Law Corporation (the Firm) seeks a self-motivated, detail-oriented administrative and business professional with three or more years of office administrative experience to join its team as an Office Administrator / Business Manager. The Office Administrator is responsible for managing and supporting the operations of the Firm. The ideal candidate will be well-versed in finance/accounting, human resources, risk management/insurance and information technology. The ideal candidate will also be able to exercise sound judgment, maintain confidences and foster positive and professional working relationships.

About the Firm

The Firm's practice is focused on conducting workplace investigations for public and private employers throughout California. The Firm currently has six attorneys, including one principal, with extensive background practicing employment law. More information about the Firm can be found on its website at www.ellisinvestigations.com.

Minimum qualifications

- Three or more years of proven experience as an office administrator or comparable experience
- Excellent organizational skills
- Excellent oral and written communication skills
- Strong Microsoft Office suite skills
- Well-developed Microsoft Excel skills
- Ability to analyze and report financial data
- Familiarity with technology, particularly cloud-based technologies
- Strong work ethic and excellent attention to detail and follow through
- Ability to work independently and exercise excellent judgment
- Ability to provide proactive support to multiple attorneys
- Strong, demonstrated proofreading experience
- Flexibility to work remotely and in an office environment, as needed

Desired qualifications

- Office administrative experience required
- Experience with QuickBooks online or other bookkeeping systems
- BS/BA in office administration or related educational experience
- Familiarity with a Macintosh environment is a plus
- Familiarity with Google Workspace is a plus
- Familiarity with Clio cloud-based billing system is a plus

Responsibilities

- Coordinate office activities and operations to ensure efficiency and compliance with Firm policies
- Support billing, expenses and bookkeeping activities
- Prepare detailed reporting of Firm metrics
- Make recommendations to increase the Firm's operating efficiency
- Manage IT functions and serve as first point of contact
- Support human resources functions (recruiting, benefits, payroll, etc.)
- Assist with recruiting, onboarding and offboarding of Firm employees
- Liaise with insurance brokers to maintain Firm insurance lines
- Support client contract administration
- Maintain Firm and client business licenses as needed
- Support business development and marketing activities
- Manage the Firm's LinkedIn page
- Research and prepare responses to requests for proposals
- Perform other administrative duties as requested
- Assist colleagues and attorneys as requested

To apply, please submit resume, cover letter and salary requirements to Lisa Stewart at lstewart@ellisinvestigations.com.