

A respected law firm that is socially responsible and fosters diversity, inclusion, and community service is seeking a motivated Secretarial Services Manager. The firm has a progressive culture where individuals can flourish in a dynamic and energetic team environment. The Secretarial Services Manager is responsible for managing legal secretaries and legal administrative assistants, optimizing their utilization and performance, and ensuring the team delivers high-quality work in a timely manner. Ideal candidates shall possess excellent leadership skills coupled with the required skills shown below.

The law firm has offices in San Francisco, Sacramento and Los Angeles. The position can be based in any of the office locations with the ability to work remotely.

This role offers the opportunity to work from a remote location on days when in-person attendance is not required, and as agreed upon by the direct supervisor. It is an essential function of any remote role that the employee be available to attend in-person meetings, professional development sessions or to come to the office for other reasons, if the need arises. This position requires the individual reside in California and will have a designation to one of the firm's Northern California offices (i.e., Sacramento or San Francisco. Occasional travel to firm offices is required.

The firm offers an excellent salary and benefits package.

Requirements:

- At least 5 years of managerial experience (preferably in a law firm or professional services environment)
- Bachelor's degree or equivalent experience required
- Proven strong management skills
- Ability to work in a collaborative, team-oriented environment
- Experience planning, assigning, and monitoring staff work assignments
- Experience assessing staff performance
- Experience in personnel development, and team building
- Effective problem solving and listening skills; ability to resolve issues among staff members
- Innovative, with strong organizational and time management skills
- Strong interpersonal and communication skills.
- Ability to work effectively in a culturally, educationally diverse, multi-office environment
- Ability to gain the confidence and trust of attorneys and staff
- A high level of proficiency in MS Office, iManage, Smartsheet, Acrobat and other legal-specific software.

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Salary Range- \$95-130K

Please Contact:

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