

## LAW FIRM ADMINISTRATOR POSITIONS (4 OPENINGS)

Fujitani Consulting has several positions open for Law Firm Administrators. Two positions are due to retirement. Firms are open to lateral and promotional type candidates.

-Boutique firm is seeking a law firm administrator due to an upcoming retirement. The firm has 8 attorneys who are completely self-sufficient and require little support. This position can be hybrid and will require oversight of firm operations, human resources, and general accounting.

-Human Resources Assistant/Billing Specialist. Great opportunity to transition into a full administrator within the next 6 months. The successful candidate will receive training with the current administrator who will be retiring early next year. The assistant will be trained to take over all human resources responsibilities. This position requires overseeing staff workflow, billing, payroll, and special projects.

-Boutique firm with 8 attorneys is looking to replace its current administrator. The firm specializes in business litigation, in a busy office environment. This position will be managing 6 staff members and 3 law clerks. Duties include light bookkeeping, human resources, and staff management. This position offers flexibility to work on-site or from home.

-Busy litigation/trial firm is seeking an administrator. This position will oversee staff workflow and operations. Assist with administration duties as needed, take on special projects and handle general accounting functions. Litigation experience would be ideal to understand staff needs and the ability to assist with legal secretary and/or paralegal duties as needed.

Please visit our website for additional details or contact [geri@fujitaniconsulting.com](mailto:geri@fujitaniconsulting.com)

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