

A respected law firm in Sacramento is seeking a talented, energetic Administrator to join its team. Under the direct supervision of the Managing Partner, the Administrator manages and oversees HR functions and office operations at the firm (100 plus employees). The Administrator also supervises staff, manages payroll, and administers and oversees the HRIS systems. The ideal candidate is a team player who possesses the requisite knowledge and experience along with excellent leadership and communication skills.

Requirements:

- At least 5 years of experience as an Administrator managing HR and general office operations within a law firm
- Knowledge and experience in all disciplines related to human resources including the associated state and federal laws
- Knowledge and experience managing general office operations
- Experienced in bookkeeping and payroll functions
- Experienced using MS Office applications (e.g., Word, Excel, etc.)
- Ability to learn and effectively use a variety of IT system applications (e.g., payroll and HR system) to perform and manage office operations
- Ability to train, mentor and motivate staff
- Possess excellent planning, organizational, problem solving, decision-making, and time management skills
- Possess excellent communication skills both oral and written
- Possess a team player attitude and the ability to effectively collaborate with attorneys and staff as well as clients

The firm offers a competitive salary and benefits package. If you are interested in this opportunity, please contact Fujitani Consulting at (916) 686-9444.