

Firm/Company Name Fox Rothschild LLP

(Send copy of firm logo for posting)

Job Title [Position]:	Office Administrator	Job Category:	Firm Management
Department/Group:	Firm Management	Posted By:	
Location:	Blue Bell, PA	Travel Required:	
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:		Date posted:	
Reports to:		Posting Expires:	[i.e., 30-days] 30 days

Applications Accepted By:

Fax or E-mail:

Attention:

Mail:

Please apply directly:
<https://recruiting.ultipro.com/fox1001frllp/JobBoard/88a19d60-0e84-49c7-b754-509a756678e7/OpportunityDetail?opportunityId=aa243889-bdd5-471b-9c83-f01c6e71fac7>

Job Description

Brief Summary:

Working with the respective Office Managing Partner, Firm's Chief Talent Officer, and Chief Operating Officer this individual is responsible for managing the day-to-day operations of the Firm's Montgomery County office (Blue Bell, PA) in compliance with the policies and procedures of the firm. Ensures peak operating efficiency/profitability and facilitates office growth. Maintains excellent relations/communications with firm management, attorneys, clients, administrative groups, and staff and outside vendors.

Duties:

Oversees all office operations, including, but not limited to: workflow processes, IS systems/business equipment, office supplies, inventory control, reception, office services, facilities, records management, space allocation, safety, business continuity, vendor management, and special projects as needed. Partners with Human Resources for the recruitment of administrative support staff including reviewing of resumes, interviewing, hiring and on-boarding. Trains, supervises, counsels and allocates related human resources. Responsible for performance of all support staff in conjunction with Human Resources; manages the evaluation process; administers disciplinary actions as needed.

Skills/qualifications:

Bachelors' degree in business administration or related field or an equivalent combination of education and/or work experience.

Minimum of seven years of experience in law firm management with demonstrated leadership skills in human resources, information technology, facilities and financial management

[NOTE: Attach separate sheet(s) as necessary with the complete job description]

SUMMARY: Working with the respective Office Managing Partner, Firm's Chief Talent Officer, and Chief Operating Officer this individual is responsible for managing the day-to-day operations of the Firm's Montgomery County office (Blue Bell, PA) in compliance with the policies and procedures of the firm. Ensures peak operating efficiency/profitability and facilitates office growth. Maintains excellent relations/communications with firm management, attorneys, clients, administrative groups, and staff and outside vendors.

ESSENTIAL FUNCTIONS:

- Oversees all office operations, including, but not limited to: workflow processes, IS systems/business equipment, office supplies, inventory control, reception, office services, facilities, records management, space allocation, safety, business continuity, vendor management, and special projects as needed.
- Partners with Human Resources for the recruitment of administrative support staff including reviewing of resumes, interviewing, hiring and on-boarding.
- Trains, supervises, counsels and allocates related human resources. Responsible for performance of all support staff in conjunction with Human Resources; manages the evaluation process; administers disciplinary actions as needed.
- Assists with the successful integration of new attorneys. Facilitates attorney arrival and departure processes; Manages workflow, operations and employee relations.
- Supports attorneys with local client development and marketing initiatives including office participation in various organizations, special programs and hosting events to enhance the firm/office image and visibility in the local community.
- Acts as a liaison between the Montgomery County office and various administrative departments within the firm.
- Participates in management meetings and communicates effectively with the Firm Leadership, attorneys, and staff in regards to updates, changes, new developments and other relevant issues impacting the Firm offices.
- Manages all aspects of the office's legal administrative support; creates and modifies support assignments and coordinates back-up support as needed. Maintains well-balanced assignments according to Firm staffing ratios.
- Coordinates special events and social functions within their office.

QUALIFICATIONS (EXPERIENCE. KNOWLEDGE. SKILLS AND ABILITIES):

- Bachelors' degree in business administration or related field or an equivalent combination of education and/or work experience.
- Minimum of seven years of experience in law firm management with demonstrated leadership skills in human resources, information technology, facilities and financial management.
- Strong management ability, including written/oral communication and interpersonal skills required to interact with firm management, attorneys, clients, administrative groups, and staff and outside vendors.
- Ability to exercise sound judgment, discretion and foster positive and professional working relationships a must.
- Ability to successfully motivate and develop the administrative team and build/maintain office morale.
- Strong supervisory, organizational and project management skills with great attention to detail. Ability to prioritize, multi-task and work well in a high volume/fast-paced environment.

- Must possess knowledge and demonstrated understanding of generally accepted accounting principles. A working knowledge of related legal/compliance regulations ideal.
- Demonstrated experience using related accounting computer systems and Microsoft Office Suite, including Outlook, Word and Excel. Elite Enterprise experience preferred.

The intent of the above is to describe the general content of and requirements for the performance of this job. It is not a contract or employment agreement and is not meant to be construed as an exhaustive statement of all functions, responsibilities or requirements.

Fox Rothschild is an Equal Opportunity Employer.

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