Firm/Company Name Kolsby Gordon Robin & Shore

(Send copy of firm logo for posting)

Job Title [Position]:	Office Manager	**Job Category:**	Office Management
Department/Group:		**Posted By:**	Shaun Jones
Location:	Center City Philadelphia	**Travel Required:**	N/A
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Shaun Jones	**Date posted:**	04/04/2022
Reports to:	Managing Partner	**Posting Expires:**	[i.e., 30-days] 05/04/2022

Applications Accepted By:

Fax or E-mail: sjones@kolsbygordon.com **Attention:** Shaun Jones	**Mail:** 2000 Market Street Suite 2800 Philadelphia, PA 19103

Job Description

Brief Summary:

Kolsby Gordon Robin and Shore is a boutique personal injury, medical malpractice, and complex litigation law firm with large law firm results. We are seeking an experienced Office Manager to join the team. This position supports the Managing Partner with the day-to-day operations of the firm, tending to the attorney's needs, and overseeing an administrative staff of five employees. We offer a competitive salary, excellent benefits, and a professional work environment. For consideration, please forward your resume and cover letter with salary requirements.

Duties:

DUTIES will include, but are not limited to: Responsible for managing the day-to-day business operations of the firm. Overseeing an administrative staff of (5), delegating assignments, and ensuring attorneys and staff needs are met. Coordinating the staff's schedule, overseeing sick leave and vacation balances. Managing all HR responsibilities including on-boarding, training, benefits administration, terminations, and Payroll with Paychex. Working with Managing Partner to create policies and ensure staff's compliance. Acting as a liaison for staff concerns and grievances. Preparing daily and weekly cash flow reports. Processing all accounts payables, expense reimbursements, and track accounts receivables via QuickBook. Working with Paychex Payroll service to process weekly payroll and 401(k) contributions.

Skills/qualifications:

The ideal candidate must be proficient in QuickBooks, have at least 3 years of law office experience, be computer savvy and have an understanding of a networking system and possess advanced skills in Microsoft Word, Excel, Outlook, Adobe Acrobat Pro, and Time Matters or similar case management

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