Firm/Company Name:	Clark Hill	**Website:**	https://www.clarkhill.com/offices/philade
Job Title:	Office Manqager	**Work Option:**	[i.e.: onsite, hybrid, remote, etc.] Hybrid
Department/Group:	Operation	**Posted By:**	Shaun Jones
Location:	Philadelphia, Princeto	**Travel:**	Local
Salary Range:	$95,000 - $125,000	**Position Type:**	[i.e.: full-time, part-time, etc.] Full Time
HR Contact:	Maureen Flavin	**Date posted:**	07/13/2026

How to Apply: (Fax, Email, Mail, Link, etc.):

Apply via link:
https://www.clarkhill.com/careers/operations-opportunities/

Job Description

Brief Summary:

Clark Hill PLC is hiring an Office Manager to be based in the Philadelphia office, located in the Rittenhouse Square area. As the Philadelphia Office Manager, this Office Manager is also responsible for the Princeton, NJ and Wilmington, DE offices.

Duties:

As such, periodic travel is required to these offices. The Office Manager will be responsible for ensuring that the capabilities and performance of the administrative team exceed the requirements of the firm. The Office Manager is responsible for (i) the success and management of the office and its administrative team; (ii) the workflow efficiency of operations teams; (iii) resource allocation; and (iv) designing, implementing, and updating processes and procedures to ensure performance goals are consistently met.

Skills/qualifications:

Successful candidates will have an exceptional internal client/customer focus, strong conflict resolution skills, and the ability to foster collaboration and teamwork. Strong verbal, written, and nonverbal communication skills are required. Candidates must have proficiency managing core operations, preferably within a professional services firm, along with experience supervising the complexities of a remote workforce. We are looking for a recognized leader who leads by example and role models the firm's DNA. Candidates must have 2-4 years of relevant experience managing a team or as a team lead or similar group, preferably in the legal industry. A bachelor's degree in a related field or equivalent experience is required.