

Firm/Company Name Shook Hardy & Bacon LLP

(Send copy of firm logo for posting)

| | | | |
|------------------------------|-------------------------------------|-------------------------|---|
| Job Title [Position]: | Office Administrator | Job Category: | Administration |
| Department/Group: | | Posted By: | James Cornell |
| Location: | Houston, Texas | Travel Required: | |
| Level/Salary Range: | | Position Type: | [i.e.: full-time, part-time, etc.] Full-Time |
| HR Contact: | Beth Eimer | Date posted: | |
| Reports to: | Chief of City Office Administration | Posting Expires: | [i.e., 30-days] 30 days |

Applications Accepted By:

Fax or E-mail:

Email to eeimer@shb.com

Attention:

Beth Eimer

Mail:

Job Description

Brief Summary:

See attached job description.

Duties:

Skills/qualifications:

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