

Firm/Company Name Ballard Spahr LLP

(Send copy of firm logo for posting)

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|------------------------------|-----------------------------------|-------------------------|---|
| Job Title [Position]: | Operations Coordinator (Hybrid) | Job Category: | Non-Legal |
| Department/Group: | Administration | Posted By: | Gina Emery-Duplechan |
| 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: | Gina Emery-Duplechan | Date posted: | 11/22/2021 |
| Reports to: | Director of Office Administration | Posting Expires: | [i.e., 30-days] 60 days |

Applications Accepted By:

Fax or E-mail:

215.525.5096

Attention:

Gina Emery-Duplechan

Mail:

1735 Market Street
Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr has a new and exciting opportunity available in the Philadelphia Office for an Operations Coordinator.

Duties:

As part of a hands-on, collaborative team, this position performs various administrative duties and delivers high-quality support services to multiple internal and external clients while interacting effectively, courteously, and professionally with all levels of staff and internal/external contacts.

The candidate will assist with financial tasks, including forecasting, expense reports, and budgeting. Coordinate and manage project tasks to ensure project delivery within the allotted budget and timelines. Ensure compliance with Firm standards and procedures. Build and maintain strong stakeholder relationships through regular meetings and communications. Assist with the evaluation of current operational performance and aid in the development of strategic plans for improvements.

Skills/qualifications:

This position requires a high degree of proficiency with Microsoft Office programs, such as Word, Outlook, and Excel, and knowledge of a document management system, preferably iManage. The selected individual must possess strong administrative, time management, project management, organizational communication and diplomacy skills to handle administrative tasks with keen attention to

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