

Firm/Company Name

(Send copy of firm logo for posting)

Job Title [Position]:	Office Administrator	Job Category:	
Department/Group:	Administrative	Posted By:	Ogletree Deakins
Location:	Philadelphia, PA	Travel Required:	No
Level/Salary Range:	Depending on Experience	Position Type:	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:		Date posted:	
Reports to:		Posting Expires:	[i.e., 30-days]

Applications Accepted By:

Fax or E-mail:

megan.becker@ogletree.com

Attention:

Megan Becker

Mail:

the email is a contact. below is a preferred URL to apply to.

<https://lawcruit.micronapps.com/sup/ApplicationForm.aspx?>ac^?LWCZ4dN=1`&QFBsMzxLV0VYQA%3d%3d=MI43Mn%3d%3d&QDFnXTbhVzc%3d-Mk43Mm5n&>

Job Description

Brief Summary:

Our Philadelphia office has an exciting opportunity for an Office Administrator to manage local administrative functions and assist with growth initiatives. The ideal candidate will have strong inter-personal skills, be team oriented, and well organized. The Office Administrator is responsible for the business administration of the local office, including all support functions and non-attorney staff coordination. This position will independently manage the operations of the office, including human resources, local financial planning and controls, marketing & event planning, facilities and information systems oversight, and more. The position will also work closely with the Managing Shareholder in the

Duties:

Essential Duties:

Human Resources - Under the direction of Firm HR Director:

Communicate and enforce policies and procedures.

Conduct interviews and recommend selection of staff employees.

Initiate new employee intake, employee status change, and exiting employee processes.

Conduct New Hire orientation and training.

Coordinate employee benefits issues with Administrative Office.

Coordinate special projects, assist with local and regional growth initiatives, as necessary.

Skills/qualifications:

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