

Firm/Company Name:		Website:	
Job Title:		Work Option:	[i.e.: onsite, hybrid, remote, etc.]
Department/Group:		Posted By:	
Location:		Travel:	
Salary Range:		Position Type:	[i.e.: full-time, part-time, etc.]
HR Contact:		Date posted:	

Regional Administrative Manager

Location: Philadelphia
Salary: \$100k/yr - \$140k/yr
Position Type: Full-Time
Work Option: On-Site
Apply Online: [Apply Here](#)

Freeman Mathis & Gary is a dynamic and growing 400+ lawyer national litigation firm, with thirty-nine offices in twenty-one states. We are seeking a Regional Administrative Manager to join our growing Philadelphia, Pennsylvania office. The person in this role will supervise a group of legal support staff as well as provide support for office operations for assigned regional office locations. The position provides leadership to personnel supporting the attorneys of the Firm. The primary purpose is to ensure all attorneys have the necessary assistance and physical work environment suitable for the practice of law.

The following set of success factors describe the characteristics of those who are successful in our Firm:

- Helpful, Congenial, Personable, Positive
- Unpretentious, Approachable, Respectful, Team Oriented
- Organized, Timely, Confidential, Responsive (within 24 hours)
- Accountable, Takes Ownership, Corrects Mistakes
- Adept and Creative Problem Solver

Essential Job Functions:

- Supervise Administrative Managers, legal assistants, receptionists, office coordinators, and interns.
- Monitor and coordinate legal assistant/attorney staffing ratios and workflow.
- Manage timekeeping of direct reports by reviewing and approving weekly timecards, PTO requests, monitoring and managing hours, breaks and overtime requests.
- Assess staff performance, provide coaching/guidance and address performance issues when needed, conduct annual performance reviews of direct reports.
- Understand and able to perform basic employee relations.
- Recruit, interview and hire: review/vet resumes, conduct and coordinate interviews, and obtain final approval for hiring.
- Employee onboarding duties (determine office seating, ensure office services and IT have set up office/workstation and created required User accounts) and offboarding duties.
- Partner with business leaders ensuring needs from different departments are being met.
- Collaborate with the development and implementation of training for assigned staff.
- Work closely with firmwide Directors and Managers to implement and improve firm policies and procedures.
- Ensure the offices are functional, safe, and adequately stocked with necessary supplies.
- Interact with property managers and manage vendors in support of office operations.
- Plan, schedule and promote office events (e.g. monthly breakfasts, happy hours, holiday parties, staff meetings, partnership meetings).
- Monitor costs and expenses to assist in budget preparation.
- Some travel required; other duties as assigned.

Education, Experience, and Skills:

- Bachelor's degree in business administration, management, or related field preferred.
- Minimum 3-5 years' experience in a management/supervisory role in a professional service setting.
- Ability to work independently with little to no supervision and perform in a fast-paced, dynamic work environment.
- Determination and desire to drive continuous improvement of operations.
- Ability to communicate effectively with all levels of management.
- Ability to work with sensitive information while maintaining confidentiality.
- Proficiency with MS Office. Strong Excel skills and DocuSign skills preferred.
- Ability to multi-task, prioritize and work under tight deadlines.
- Excellent organizational skills for optimal workflow and efficiency.
- Excellent time management, interpersonal and communication skills.
- Adaptable to changing priorities and work demands.
- Pro-active, follows through with minimum direction, and displays initiative.
- Exhibits a positive attitude and has confidence.

EEO Statement

Freeman Mathis & Gary, LLP (FMG) is committed to providing equal employment opportunities to all applicants and employees by maintaining a workplace free of discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status as provided by law. FMG complies with all applicable federal, state, and local laws. This position is subject to our drug-free workplace policy, which includes the ability to pass a pre-employment drug screen. Employees may be subject to reasonable-suspicion drug testing in accordance with Firm policies outlined in the Employee Handbook.