

Fine, Kaplan & Black, R.P.C., a 10-lawyer litigation firm in Center City Philadelphia, seeks an Office Manager. The Office Manager is the firm's principal administrator, and has primary responsibility for the firm's time and expense reporting, including overseeing time recording, generating monthly invoices and reports using Timeslips software, and preparing exhibits for fee petitions in class action cases. The Office Manager also is responsible for ensuring the smooth operation of the firm, including coordinating adequate staffing, onboarding new employees, serving as the firm's principal contact with outside vendors and contractors, e.g., insurers and service providers, and troubleshooting as issues arise.

This position is open to both full-time and part-time applicants. The successful applicant will have strong written and oral communication skills, the ability to organize and multitask, and be a problem solver and team player. As a small firm, we value people with a willingness to help, whatever the task may be. Proficiency with Microsoft Office (including Word, Outlook and Excel) is required. Familiarity with Timeslips or similar legal timekeeping software is a plus. Knowledge of accounting/bookkeeping is *not* required. Applicants should have at least 3 years' administrative experience in a legal or comparable setting.

The firm is a pleasant place to work, values cordiality and work/life balance, and offers a competitive salary and benefits, including quality health insurance and a generous retirement plan. The firm presently employs a hybrid work model that allows employees to work from home several days per week.

Applicants should be available for a transition/training period in June 2022, and to take over the position on July 5, 2022. Send cover letter, resume and any questions to [clatimore@finekaplan.com](mailto:clatimore@finekaplan.com).