

## **Position Description**

**Job Title:** Office Manager

**FLSA Status:** Exempt

**Salary:** Salary commensurate with experience, plus benefits

**Summary:** This position is for an experienced office manager who is willing to be flexible with assigned tasks and wear several “hats.” Supervisory responsibilities include overseeing the daily workflow of the non-legal personnel (except accounting staff).

### **Essential Duties and Responsibilities:**

The essential duties and responsibilities for this position include but are not limited to the following:

- Manage scheduling and track attendance and leave of non-legal personnel, including receptionist, administrative assistants, couriers and copy center personnel
- Oversee physical facilities and office maintenance
- Coordinate and assist the firm’s recruiting committee with recruiting activities, including screening and communicating with attorney applicants, coordinating the summer associate program, and onboarding and orienting summer associates
- Order office supplies and oversee the operation of the copy center
- Manage and track FMLA leave
- Plan and execute office social functions
- Regular and reliable job on-site attendance and availability to work additional hours as required (e.g., facilitating communications and work product with attorneys and non-legal personnel)
- Perform other related duties as assigned

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills

- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Ability to function well in a high-paced and at times stressful environment
- Proficient with Microsoft Office Suite or related software and timekeeping software

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and responsibilities listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:**

This position will include prolonged periods of sitting at a desk and working on a computer.

**Education / Skills:**

- 3+ years experience in office management

**Intent and Function of Job Descriptions**

*Job descriptions assist the firm in ensuring that qualified employees are selected. They are also helpful to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned as deemed appropriate.*

*Job descriptions are not intended as and do not create employment contracts or any other contractual relationship with any prospective or current employee. The firm maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

Please email your resume with a cover letter specifying salary desired to [cmars@parrbrown.com](mailto:cmars@parrbrown.com)