**Law Firm Administrator Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Law Firm Administrator to oversee non-attorney staff who perform a variety of clerical and administrative support tasks to facilitate the efficient operation of the law firm.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Manages the day-to-day operations of the office; prioritizes the use of support staff and facilities.
* Manages the daily operations of information systems.
* Manages equipment, office services, and facilities.
* Manages schedules and appointments including trial dates and hearings, and meetings and travel.
* Maintains a professional and positive work environment by facilitating effective communication and information sharing among professional, paraprofessional, management, and support staff.
* Prepares legal correspondence and documentation.
* Participates in the strategic planning process with management to identify and accomplish short- and long-term organizational goals.
* Prepares the organization's budget.
* Performs or facilitates and delegates accounting functions as needed. These may include billing, preparation of financial statements, management of reports, and collections.
* Consults with outside accountants for audits, preparation of tax returns, and the production of other reports as required by law.
* Drafts and implements operational and human resource policies and practices to ensure quality services.
* Assists with human resource management as needed.
* Performs other related duties as assigned.

### About you

* Minimum of [insert number] years of legal administrative experience
* College degree preferred
* Proficient Microsoft Office skills (Word, Excel, PowerPoint, and Outlook)
* Effective communicator, comfortable interacting with different people and departments
* Maintain positive contact with client and co-workers and observes confidentiality in all client and firm matters
* Candidate must be very organized and able to manage time extremely well

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]