JOB DESCRIPTION

Job Title:	Office Services Assistant
FLSA Status:	Non-exempt
Department:	Facilities
Reports to:	Office Administrator / Office Services Manager

DESCRIPTION:

The Office Services Assistant under the direction of the Office Administrator/Office Services Manager will be responsible for providing assistance in all areas of office services. The Office Services Assistant involves interaction with clients, firm leadership, attorneys and staff. The ideal candidate is a self-starter, shows initiative, and remains professional throughout all interactions.

RESPONSIBILITIES:

- Receive, sort, and distribute packages and other mail items.
- Deliver letters, legal documents, and packages to clients, law firms, and other businesses.
- Send files to offsite storage facility and retrieve files as needed.
- File documents with various courts.
- Serve subpoenas as needed.
- Prepare legal documents for scanning; photocopy and scan legal documents.
- Print and bind documents and materials.
- Assist with coordination, set up, and clean-up of conference rooms, common areas, and office events.
- Pick up meals, deliver and set up for firm meetings and office events.
- Order, receive, and stock supply inventory.
- Other responsibilities as assigned.
- Duties may vary from time to time and from office to office.

SKILLS AND QUALIFICATIONS:

- General knowledge of Microsoft Office products.
- Excellent organizational skills.
- Ability to multi-task and work independently in a fast paced environment.
- Ability to lift up to 50 pounds.
- Excellent written and verbal communication skills; client service focused.
- Strong attention to detail; ability to follow detailed project instructions.
- High regard for confidentiality.
- Reliable transportation, current driver's license and proof of automobile insurance.
- Some overtime may be required.
- Requires a high school diploma or its equivalent.
- Prior facilities experience in a law firm or other professional services environment preferred.