



Kaufman & Canoles is an excellent work environment. You will find success – and great satisfaction – if your vision for your own career matches up with our core values: forward-thinking, hard-working, progressive, entrepreneurial and a can-do spirit. Kaufman & Canoles offers a competitive salary and an excellent benefits package.

The Newport News office of Kaufman & Canoles is seeking an **Administrative Coordinator**.

RESPONSIBILITIES:

- Assist Eminent Domain Practice Group attorneys with research in identifying property owners impacted by condemnation matters.
- Assist in preparing marketing materials for Eminent Domain mailings.
- Prepare and maintain data on eminent domain projects.
- Operating and maintaining the mail-copy room; by receiving, collecting, and logging copying requests; organizing and stocking office supplies.
- Review and sort mail.
- Serve as backup to the receptionist.
- Interact and communicate with attorneys, paralegals and clients.
- Assist in filing and closing out files.
- Perform a variety of other administrative tasks as assigned.
- Observe strict confidentiality in all client and firm matters.

QUALIFICATIONS:

- Marketing or I/T experience beneficial.
- Proficiency in data management
- Proficiency in managing social media accounts.
- High school diploma or equivalent required.
- Previous client/customer service is a plus.
- Exceptional written and oral communication skills.
- Excellent organizational skills, strong ability to multi-task and attention to detail.
- Demonstrate proactive approach to problem-solving with strong decision-making capability.
- Operational knowledge of standard office equipment including copier, scanner, and telephone.
- Proficient in MS Office 2016, Excel, Outlook and PDF Docs or related PDF management software preferred.
- Ability to routinely lift, carry, push, pull, slide materials weighing up to 25 lbs.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.