



The Norfolk office of Kaufman & Canoles seeks a **Conference Center Assistant** to assist the firm staff with all services, ensuring all staff needs and requests are met and accurately delivered in a timely manner. Candidates should possess exceptional organizational skills, meticulous attention to detail and ability to work independently.

RESPONSIBILITIES:

- Work Monday through Friday 7:30 a.m. – 4:30 p.m., with an hour for lunch. Overtime required when meetings begin before 8:00 a.m. and occasionally after 5:00 p.m.
- The shift will be split between 7:30 a.m. – 2:00 p.m. with the 21st floor conference rooms and from 2:00 p.m. to 4:30 p.m. assisting the Office Services department.
- Set up meals and beverages in conference rooms, stock and clean kitchens and pantries daily, stock kitchen supplies, maintain a clean atmosphere in all conference rooms, office dustings/cleanings as needed, continually check email and the conference room schedule on the computer, navigate the firm Intranet for necessary information, and assist with any other duties as assigned by supervisor.
- Backfill and assist the receptionists as needed: make copies and send scans; greet clients, answer phone calls, inform attorneys when clients arrive, order lunches, open and close the reception area during absences, make conference room reservations, validate client parking, etc.
- High volume copying, printing, scanning, binding, CD/DVD/USB production, creating electronic binders, general office duties, basic computer knowledge necessary for scheduling appointments, etc.
- Backfilling courier run routes and helping with special courier runs.
- Deliver internal mail in Norfolk.
- Handle deliveries/pick-ups of client documents.
- Cover main line switchboard as needed.
- Effectively interact and communicate with attorneys, paralegals and clients.
- Observe strict confidentiality in all client and firm matters.
- Performs a variety of other administrative tasks as assigned.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Demonstrated meticulous attention to detail.

- Clean driving record, valid driver's license and personal vehicle required.
- Proficient in MS Office 2016 and PDF Docs or related PDF management software preferred.
- Ability to routinely lift, carry, push, pull, slide materials weighing up to 25 lbs.
- Able to prioritize multiple tasks and responsibilities with accuracy.
- Excellent written and oral communication skills.
- Exceptional attention to detail.
- Self-motivated, able to work successfully within a team environment, but also able to work independently with minimal guidance.
- Able to work overtime as needed.

BENEFITS:

We offer a competitive salary and a comprehensive benefits package. Benefits include: medical, dental, life insurance, 401(k)/profit sharing, paid time off, and long term and short term disability.

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