



The Richmond office of Kaufman & Canoles is seeking an **Administrative Clerk**. Under general supervision provides general office support with a variety of administrative and related tasks. Responsible for answering incoming calls, directing calls to the appropriate personnel, setting up and cleaning up conference rooms, kitchen organization and cleaning, supply inventory and stocking, processing outgoing postal mail, sorting inter-office and incoming postal mail, check requests, accepting payments from clients, supports the Attorneys with various task such as time sheets, pleading indexes, folder management, building closing documents, transcripts, assist in transaction closing processes, copies/prints and other duties as assigned . Maintains positive contact with attorneys, support staff and clients; observes confidentiality of client and firm matters. Candidates should be proficient in Microsoft Office 2016, have excellent communication and writing skills and exhibit attention to detail.

RESPONSIBILITIES:

- Working hours are 8:30 – 5:30.
- Primary responsibilities include covering the front desk backup to the receptionist.
- Primary responsibility cover main line firm switchboard.
- Effectively interact and communicate with attorneys, paralegals and clients.
- Reviews, sorts and dates mail.
- Deliver walking and driving courier runs to local clients, courts, government administrative offices and law firms as requested by attorneys.
- Operates standard office equipment, including personal computer, copier, scanner, and telephone.
- Assists in the preparing for and setting up meetings.
- Cleaning and inventory of kitchen areas, conference rooms and supply areas.
- Assist in filing, closing files, creating legends, and making copies for attorneys.
- Act as point of contact for Facilities/HR with various tasks (to include cleaning).
- Observe strict confidentiality in all client and firm matters.
- Performs a variety of other administrative tasks as assigned.

QUALIFICATIONS:

- Legal industry experience preferred.
- High school diploma or equivalent required; college degree preferred.
- Previous client/customer service is preferred.
- 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 Microsoft Office 2016; Outlook and working knowledge of Excel.
- Ability to routinely lift, carry, push, pull, slide materials weighing up to 25 lbs.
- Personal vehicle and valid driver's license.

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