

KAUFMAN & CANOLES

attorneys at law



The Norfolk office of Kaufman & Canoles seeks a **part-time Client Service Assistant**. The Client Service Assistant provides reception, general office, and client support with a variety of administrative activities and related tasks, general working hours are Monday – Friday from 1:00 PM – 5:00 PM.

Responsibilities:

- Interacts with clients in-person, via telephone, and email
- Validates client parking
- Operates standard office equipment, including personal computer, copier, scanner, and telephone
- Arranges and schedules client appointments using KCI Reservations
- Set up of 21st-floor office meetings including setting up meals and beverages
- Cleaning and inventory of 21st floor kitchen areas, conference rooms, and supply areas, including dusting, wiping counters, etc.
- Coordinates daily catering orders and pay monthly catering house accounts
- Organizes firm holiday lunches, attorney meetings, including working with caterers to select menu
- Coordinates firm travel for attorneys including airline, hotel, and car rental reservations. Reconciles monthly statements from CI Travel.
- Assists in cleaning attorney offices.
- Performs a variety of other administrative tasks as assigned

Qualifications

- HS diploma or equivalent required.
- 2-4 years of experience in an administrative/receptionist environment is necessary in order to perform complex administrative duties in a professional services setting
- Strong writing and organizational skills with particular attention to detail
- Ability to prioritize and manage multiple projects, and meet deadlines in a fast-paced professional environment
- Ability to proofread typed material for grammatical, typographical, and spelling errors
- Ability to type at a level of 50 WPM

- Interpersonal skills are necessary in order to communicate and follow instructions effectively from a diverse group of clients, attorneys, and staff and provide information with ordinary courtesy and tact
- Executive presence, tenacity, integrity, and professionalism that will engender confidence with attorneys, administrative leadership, and prospective candidates
- An unquestioned work ethic, willingness to “roll up your sleeves” and accept a wide variety of assignments as required and work closely with law students, associates, partners, colleagues, and team members
- Operational knowledge of standard office equipment including copier, scanner, and telephone. Fluency with MS Office Suite preferred.

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.