

# KAUFMAN & CANOLES

attorneys at law



Kaufman & Canoles could be the perfect business law firm for you. 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. An energizing and professional work environment, Kaufman & Canoles offers a competitive salary and an excellent benefits package.

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

## **RESPONSIBILITIES:**

- Working hours are 8:30 – 5:30.
- Available to act as receptionist and serve as backup to the receptionist, assist in preparing for and setting up meetings.
- Operate standard office equipment, including personal computer, copier, scanner, and telephone.
- Review and sorts mail.
- Organize copy room work by receiving, collecting, and logging requests; establishing and maintaining work priority.
- High volume copying, printing, scanning, binding, CD/DVD/USB production, creating electronic binders, including data entry for Excel spreadsheets.
- Effectively interact and communicate with attorneys, paralegals and clients.
- Assist in filing, closing files, creating legends, editing documents, entering time, and making copies.
- Act as point of contact for Facilities/HR with various tasks (to include cleaning).
- Observe strict confidentiality in all client and firm matters.
- Perform a variety of other administrative tasks as assigned.

## **QUALIFICATIONS:**

- Legal industry experience preferred.
- 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.