

KAUFMAN & CANOLES

attorneys at law



The Norfolk office of Kaufman & Canoles is seeking a **Corporate Records Clerk**. Candidates should be proficient in Microsoft Office 365, have excellent communication and writing skills, exhibit meticulous attention to detail, and possess thorough proofreading skills. The position requires someone who is able to work well as part of a three-person team and who can also stay motivated while working independently.

RESPONSIBILITIES:

- Preparation of annual consents and annual reports
- Maintain corporate minute books
- Poll the attorneys for information in connection with yearly audits for clients
- Preparation of audit letters
- Respond to requests for information

QUALIFICATIONS:

- Related experience necessary to gain an understanding of law office environment, policies and procedures is preferred, but not required.
- High school diploma or equivalent required.
- Exceptional organizational skills, strong ability to multi-task and attention to detail.
- Ability to work successfully within a team environment.
- Operational knowledge of standard office equipment including copier, scanner, and telephone.
- Proficient in Microsoft Office 365 and Outlook.
- Ability to routinely lift, carry, push, pull, slide materials weighing up to 25 lbs.

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.