

# KAUFMAN & CANOLES

attorneys at law



Our attorneys have earned a reputation for providing outstanding legal services to clients in various practice areas. We are well established in the legal community and have an excellent reputation with the judiciary as well as other attorneys. We keep abreast of changes in the law; we are readily accessible; and we render service in a timely manner. In short, we hold ourselves to the highest standards, and we are zealous, compassionate advocates for our clients.

Kaufman & Canoles is seeking a **Production Specialist** for its Norfolk location. This is a full-time opportunity.

## **RESPONSIBILITIES:**

1. High volume copying, printing, scanning, binding, CD/DVD/USB production, creating electronic binders, general office duties, basic computer knowledge necessary for scheduling appointments, etc.
2. Organizes copy room work by receiving, collecting, and logging requests; establishing and maintaining work priority.
3. Inventory supplies and put away supplies once delivered.
4. Stamp outgoing mail and pick up incoming mail from the post office (if necessary).
5. Deliver internal mail in Norfolk.
6. Backfilling courier run routes and helping with special courier runs. Handle deliveries/pick-ups of client documents.
7. Cover main line switchboard as needed.
8. Clean areas/work not covered by buildings' regular janitorial services. Assist with attorney office cleanings as requested. Cleaning and inventory of 20th and 19th floor kitchen areas, including dusting, wiping counters, etc.
9. Effectively interact and communicate with attorneys, paralegals and clients.
10. Observe strict confidentiality in all client and firm matters.

**QUALIFICATIONS:**

1. High school diploma or equivalent required.
2. Clean driving record, valid driver's license and personal vehicle required.
3. Legal industry experience strongly preferred.
4. Proficient in MS Office 2016 and PDF Docs or related PDF management software preferred.
5. Ability to routinely lift, carry, push, pull, slide materials weighing up to 25 lbs.
6. Able to prioritize multiple tasks and responsibilities with accuracy.
7. Excellent written and oral communication skills.
8. Exceptional attention to detail.
9. Self-motivated, able to work successfully within a team environment, but also able to work independently with minimal guidance.

**BENEFITS:**

We offer competitive compensation and a comprehensive benefit 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.