



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 and routing incoming calls, support for conference room and kitchen set up, organization and cleaning, supply inventory and stocking, processing outgoing postal mail, sorting inter-office and incoming mail and deliveries, process check requests, supports the attorneys and staff with various task such as time entry, legal document organization and management, transaction closing and post-closing support and document management. Maintains positive contact with attorneys, support staff and clients; observes confidentiality of client and firm matters. Assist the Marketing and Recruiting Teams in coordinating marketing efforts and special events, as requested. Candidates should be proficient in Microsoft Office and Outlook and have working knowledge of PowerPoint and Excel, have excellent communication and writing skills and exhibit attention to detail.

RESPONSIBILITIES:

- Working hours are 8:30 – 5:30, Monday - Friday.
- Primary responsibilities include covering the front desk as backup to the receptionist and firm switchboard.
- Effectively interact and communicate with attorneys, paralegals and clients.
- Review, sort and date mail and other deliveries.
- Courier runs to local clients, courts, government administrative offices and law firms as requested by attorneys.
- Operate standard office equipment, including personal computer, copier, scanner, and telephone.
- Assist in preparing for and setting up meetings.
- Clean and inventory kitchen areas, conference rooms and supply areas.
- 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.
- Assist the Marketing and Recruiting Teams in coordinating marketing efforts and special events, as requested.

QUALIFICATIONS:

- Valid driver's license with clean driving history required.
- 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 and Outlook.
- 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.