

Assistant Firm Administrator

Messing, Rudavsky & Weliky, P.C.

Messing, Rudavsky & Weliky, P.C. seeks a full-time Assistant Firm Administrator responsible for senior-level support for the Firm Administrator and the firm's attorneys. The position requires a high level of efficiency, organization, accuracy, initiative, responsibility, and curiosity. The Assistant Firm Administrator is responsible for overseeing the firm's Marketing and IT functions, working with and serving as primary backup for Firm Administrator to serve the firm's administrative needs, providing coverage for and guidance to support staff, and assisting attorneys with client cases as needed. Significant responsibilities also involve.

Primary Duties and Responsibilities:

Administrative Tasks:

- At the Firm Administrator's discretion, oversee and guide work of support staff
- Serve as liaison and contact person for job applicants for selected openings
- Prepare schedule for attorneys, including for meetings, panels, and conferences
- Draft memorandum on office protocol to increase firm efficiency
- Draft general correspondence, including cover letters and e-mails
- Perform general office tasks, including typing, telephone answering, filing, and emailing
- Assist with compliance for firm's Written Information Security Program (WISP) policy
- Conduct ordinary office start-up and shut-down procedures
- Manage office recycling program
- Provide coverage and backup for other staff as required

Marketing & Technology Tasks:

- Oversee Firm marketing and IT related functions including, but not limited to IT vendor relations, IT systems upkeep and training, promotion of the firm, and maintenance of the firm's website
- Provide research and reporting to partners in support of firm marketing and outreach efforts
- Draft and post blogs on firm's social media sites

Financial Tasks:

- Prepare billing information and manage credits, return of funds, or rate changes for the attorneys to discuss with clients when negotiating new billing arrangements
- Responsible for interacting with clients as it regards financial questions and activities
- Manage attorney referral fee reconciliation process and payments
- Prepare, edit, finalize, and distribute bills for attys (monthly and off-cycle)
- Make bank deposits as requested
- Be readily available to answer questions regarding firm protocol, systems, or software/hardware involved within the general billing process.

Case/Client Related Tasks:

- Acquire, analyze, review, and produce case documents from clients and opposing counsel
- Draft and revise documents for client matters and firm outreach
- File documents with courts and administrative agencies
- Analyze and calendar case deadlines
- Produce efficient, accurate formatting and typing of legal documents
- Perform factual research and data analysis in support of client matters
- Schedule witness interviews

- Maintain substantive communications with clients, witnesses, opposing counsel, courts and administrative agencies
- Assist attorneys in various preparatory tasks for court and other legal appearances
- Prepare historical billing information for presentation to the client, courts, or other venues
- Oversee attorney legal membership renewals

Qualifications and Experience

- A commitment to equity, diversity, and inclusion as business and workplace values
- Successful experience working with people from diverse cultural, racial, and ethnic backgrounds
- Able to work collaboratively and contribute performing any task needed to support clients and firm
- Proven leadership ability
- Possesses personality, character, humor, intelligence, and compassion; Be a team member who genuinely cares about the people for whom and with whom they are working; Has a positive and friendly attitude
- 3-5 years' experience with a high level of administrative responsibility
- Understanding of legal language and principles, research methods, court pleadings and processes
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills with a curiosity to find creative solutions independently
- Ability to function well in a high-paced and at times stressful environment.
- Ability to maintain confidentiality, and to exercise discretion and good judgment.
- Proficient with Microsoft Office Suite or related software.

Compensation

- Compensation commensurate with experience within an anticipated range of \$55-\$60k
- Benefits offered by the firm include health, dental, and disability insurance; paid vacation, sick and holiday time; profit sharing retirement plan with 401 (k) component

How to Apply

Individuals should submit a complete application to be considered. A complete application includes:

- Resume
- Cover letter expressing candidate's specific interest in the position and related qualifications

Please submit documents as PDF documents only by e-mail to: jobs@mrwemploymentlaw.com

NO PHONE CALLS PLEASE.

About Messing Rudavsky & Weliky

Founded in 1988, Messing, Rudavsky & Weliky, P.C. is a Boston area law firm representing employees and labor unions in all aspects of labor and employment law. We represent individuals and unions in cases involving discrimination based on age, sex, religion, race, national origin, disability, pregnancy, or sexual orientation; sexual and racial harassment; and wrongful termination. We assist clients in negotiating employment contracts and severance agreements, in pursuing union grievances, and in seeking reasonable accommodations for disabilities in the workplace. We represent federal workers and other public employees, as well as workers in the private sector. In all our work, we are committed to furthering civil rights, employee rights, and workplace justice.