



ORANGEWOOD

LAW GROUP, PLC

Job posting for Administrative Assistant. No prior legal experience is needed. The right person could move from this role into more of a paralegal or COO role over time.

- Job Responsibilities include:
- Serving as the first point of contact for clients and potential clients who contact the firm
- Interviewing prospective clients and scheduling appointments
- Managing firm finances, accounting, bookkeeping, billing, accounts receivable, accounts payable, and trust account reconciliation
- Creating financial reports and other reports
- Managing office inventory and supplies
- Assisting with firm marketing efforts

Ideal candidates will possess the following qualifications and skills:

- Technical skills, including the ability to work with databases, spreadsheets, word processing software, and case management software
- Attention to detail and organization skills
- Critical thinking skills and the ability to analyze complex information
- Excellent verbal communication skills, including listening skills
- Exemplary phone etiquette
- Proficiency in writing, editing, and proofreading
- Integrity, client confidentiality

No experience necessary, but prior administrative and accounting experience a plus

No educational degree necessary, but prior relevant education (including finance, accounting, management, marketing) a plus

No certificates required, but Paralegal Certificate a plus

Spanish proficiency a plus

Please send a cover letter and resume if this sounds like a good fit for you.

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