

We are seeking an office assistant (20 hours/week). The minimum requirements for this position are:

- 2+ years' experience in an office setting, experience in a law office a plus
- Proficient in Microsoft Office
- Exceptional client/customer skills over the phone and in-person with clients/customers and internally with the attorneys and the support team
- Extremely organized with the ability to juggle multiple projects with superb accuracy and proven time-management skills
- Ability to write, speak, and interact clearly and professionally
- IT and social media skills in a business setting a plus

Primary Responsibilities Include:

- Provide general administrative and clerical support including mailing, scanning, faxing and copying
- Assist in resolving any administrative problems
- Run errands to post office and supply stores
- Answer calls from clients regarding their inquiries
- Prepare and modify documents including correspondence, reports, drafts, memo and pleadings

Learn more about our firm and its culture at www.rhplegal.com. To apply for this position, email Karen Hackman at hackman@rhplegal.com. Tell us about how your background, experience and passion relate to what we are doing in 300 words or less and attach your Resume along with your references. No telephone inquiries will be accepted at this time. EOE