



The Virginia Beach office of Kaufman & Canoles is seeking a part-time **Administrative Clerk**. Under general supervision provides general office support with a variety of administrative and related tasks. Responsible for answering incoming calls , directing calls to the appropriate personnel, setting up and cleaning up conference rooms, kitchen organization and cleaning, supply inventory and stocking, processing outgoing postal mail, sorting inter-office and incoming postal mail, check requests, accepting payments from clients, supports the Attorneys with various task such as time sheets, pleading indexes, folder labels, copies/prints and other duties as assigned . Maintains positive contact with attorneys, support staff and clients; observes confidentiality of client and firm matters. Candidates should be proficient in Microsoft Office 2016, have excellent communication and writing skills and exhibit attention to detail.

**RESPONSIBILITIES:**

- Working hours are 12:30 – 5:30.
- Primary responsibility is covering the front desk as a backup to the receptionist.
- Pick-up postal mail from Post Office before the start of each shift.
- Reviews, sorts and dates mail.
- Deliver courier runs to local courts and offices as needed.
- Operates standard office equipment, including personal computer, copier, scanner, and telephone.
- Assists in the preparing for and setting up meetings.
- Cleaning and inventory of kitchen areas, conference rooms and supply areas.
- Assist in filing, closing files, creating legends, and making copies for attorneys.
- Act as point of contact for Facilities/HR with various tasks (to include cleaning).
- Performs a variety of other administrative tasks as assigned.

## **QUALIFICATIONS:**

- Legal industry experience preferred.
- High school diploma or equivalent required.
- Previous client/customer service is a plus.
- 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 2016 and Outlook.
- Ability to routinely lift, carry, push, pull, slide materials weighing up to 25 lbs.
- Personal vehicle and valid driver's license.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.