

# Full-Time Office Coordinator

## Austin, Texas



We are recruiting an **Office Coordinator** to join our Austin team. The law firm was founded 20 years ago on the principle that every municipality, no matter how small or remote, should have access to experienced, efficient legal services. We achieve that objective by having experienced lawyers throughout Texas covering 8 geographic regions. To empower our attorneys to serve our clients, we need someone to help our headquarters run smoothly. The Office Coordinator is crucial in the oversight of daily operations in Austin while also engaging with our lawyers and clients, and prospective clients statewide. The Office Coordinator undertakes all front desk duties and will be the *Face of the Firm* for our guests. Thus, the Office Coordinator is responsible for making positive first impressions. Applicants should be committed to high levels of professionalism, creativity, quality, and efficiency. The

ideal candidate will be friendly and engaging while also being a perceptive problem-solver. We seek a true team player who is also capable of working independently. *We need someone to enable our team to empower Texas cities!*

### Duties & Responsibilities

- Greet guests and welcome delivery personnel
- Answer all incoming calls and direct them to the appropriate person
- Maintain the reception area, conference room, kitchen and supply room
- Handle all incoming mail and packages, prepare outgoing mail / packages
- Monitor office equipment and kitchen supplies
- Maintain firm calendars tracking events, conferences, and vacations
- Manage client contacts database
- Coordinate client engagement materials
- Assist with event planning

### Job Requirements

- Associate degree, equivalent work experience, or certification
- 2 years experience work at a law firm or comparable business
- Highly organized with the ability to handle multiple projects
- Ability to work with a diverse team of dynamic people
- Excellent verbal and written communication skills

### Preferences

- Strong sense of urgency, adaptability, flexibility and resourcefulness
- The highest standards of honesty, integrity, confidentiality and ethics
- Bachelor's Degree



**Deadline:** Request full Job Description and submit a cover letter and resume by **March 25, 2022** to [resumes@texasmunicipallawyers.com](mailto:resumes@texasmunicipallawyers.com).

**BOJORQUEZ**  
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