11675 Jollyville Rd.
Suite 300
Austin, Texas 78759

BOJORQUEZ LAW FIRM, PC
TexasMunicipalLawyers.com

Phone: (512) 250-0411
Fax: (512) 250-0749
TexasMunicipalLawyers.com

JOB DESCRIPTION
FULL-TIME ADMINISTRATIVE COORDINATOR

The Bojorquez Law Firm, PC, is currently seeking a qualified applicant to fill the position of Administrative Coordinator. The Coordinator will support the Chief Financial Officer (CFO) with daily operations of our law firm and will play a central role in keeping the office organized, efficient, professional, and responsive. The position works closely with firm management, vendors and other staff to ensure that administrative needs are handled timely and accurately. The ideal candidate will be dependable, organized, resourceful and comfortable working in a small-firm environment where priorities can change quickly. This position requires someone who is organized and detail oriented.

A. Duties and Responsibilities

1. Provide administrative support to CFO and assist with daily office operations.
2. Support the CFO by assisting with Accounts Receivable, Accounts Payable and Payroll functions.
3. Assist with purchasing, setting up, maintaining and tracking computers, monitors, printers and other firm equipment.
4. Oversee maintenance of office equipment (eg, copier/printer), vendor communications, service requests and other routine facility needs.
5. Help with basic computer, printer, software and Microsoft 365 issues; coordinate more complex matter with outside IT vendor.
6. Assist with onboarding and offboarding employees.
7. Assist with firm marketing materials including preparation, proofreading, and formatting Statement of Qualifications (SOQs), client engagement letters, intake and new client set up.
8. Coordinate internal firm meetings, including scheduling virtual meetings and conference room setup.
9. Assist with timekeeping and ensure time entries are submitted timely and align with firm billing rules.

B. Job Requirements

1. Associate's Degree, Bachelor's Degree or relevant equivalent business or professional office administrative experience is preferred.
2. Have 2-3 years of progressively responsible administrative experience in a professional office environment.
3. Strong proficiency with Microsoft 365, including Outlook, Word, Excel, PowerPoint, Teams, OneDrive and SharePoint.
4. Strong general technology skills and ability to learn new systems and troubleshoot routine issues and assist with new computer set up.

5. Be highly organized and able to prioritize multiple assignments, meet deadlines, and check work for accuracy.
6. Communicate clearly and professionally, both orally and in writing, and work effectively as part of a team.

C. Preferences

1. Experience in a law firm, professional services firm or similar office setting.
2. Experience with Microsoft 365 user administration, SharePoint, OneDrive, computer setup and office technology.
3. Experience with legal billing, timekeeping, document management, or practice management software.
4. Experience preparing SOQs, proposals, engagement letters or marketing materials.
5. Strong initiative, adaptability, resourcefulness, and commitment to honesty, integrity, confidentiality, and professionalism.

D. Introductory Period

All employees at the firm must successfully complete a 90-day Introductory Period prior to receiving any employment benefits. This period is used for evaluation to determine if the employee is appropriate for the firm. Satisfaction of the 90-day period neither creates an employment contract nor alters the at-will employment relationship.