

Sr. Office Manager - Job Description

REPORTS TO: Chief Operating Officer

OVERVIEW

The purpose of this full-time salary/exempt, in-office role is to oversee the day-to-day operations of the Houston, Austin, and North Texas (Dallas) offices to ensure efficient operations while coordinating resources and offering best solutions to solve problems. This role is a strategic Partner to the Chief Operating Officer and other Firm Directors and Managers.

RESPONSIBILITIES

- Manage facilities, including related external vendors (such as contractors, furniture suppliers, etc.), while overseeing office project coordination, scheduling, and general aesthetic maintenance
- Ensure Firm has sufficient inventory of furniture, supplies, and other office necessities
- Serve as liaison with building management and maintenance at each office location
- Propose strategic insights and recommendations to leadership team for business planning
- Develop and support Business Continuity plan
- Manage and continually monitor Safety and Emergency preparedness plans for each office location
- Directly supervise non-attorney support staff as assigned, including Office Manager roles at other office locations
- Manage mail, supply, food service, Reception, and conference room operations for optimum efficiency
- Engage staff and promote positive culture while supporting all Firm initiatives to encourage retention
- All other administrative and related internal operations duties as assigned

JOB QUALIFICATIONS

- Strong ability to problem solve with the use of strong analytical skills
- High “EQ” and ability to build solid relationships across multiple office locations
- Work well independently on multiple tasks with limited supervision
- Ability to meet deadlines with a strict attention to detail
- Excellent time management skills and ability to multi-task and prioritize work
- Responsive and customer-service focused with a strong desire to contribute to the success in a team-oriented environment
- Ability to travel within Texas on a regular basis (two to three days per month, minimum)

REQUIREMENTS

- Bachelor’s degree required
- Must have 3 years’ experience managing professional services office operations, law firm experience preferred
- Must possess strong written and oral communication skills
- Strong proficiency with MS Office
- Personnel management experience preferred

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