



Family Elder Law Administrative Specialist

Administrative Specialists are key players on our team as they are often the face of the firm, making our first impression on the client.

Their typical responsibilities include:

- Client communication
- Creating a hospitable environment for clients
- Call center management
- Calendar management
- Mail processing
- Inventory management
- Document organization
- Attorney and paralegal support

A successful Administrative Specialist is:

- Dedicated to providing excellent customer service
- A compassionate and responsive communicator
- Adept with Microsoft Word, Excel, and Adobe PDF
- Technologically literate and comfortable working with a virtual client management system
- Able to multi-task
- Detail oriented
- Self-motivated
- Intellectually curious and a lifelong learner
- Accountable
- A team player