JKW LAWYERS | JENNINGS HAUG KELEHER MCLEOD WATERFALL LLP

Office Administrative Assistant (Phoenix office location)

Jennings Haug Keleher McLeod Waterfall (JKW) is looking for a motivated Office Administrative Assistant to join our team.

The Office Administrative Assistant will have excellent office administration skills, will be detail-oriented and motivated to perform their duties to ensure the office runs smoothly. The right candidate will have excellent customer service skills to maintain good relationships and effective communication with attorneys, staff, clients, vendors and visitors. Must possess impeccable organizational skills to file and retrieve records with accuracy, order supplies, and stock inventory.

Duties and Responsibilities:

- Greet and assist visitors in a professional manner
- Open and distribute daily incoming mail and deliveries; and collect and post daily outgoing mail
- Maintain and set up conference rooms for meetings
- Order and maintain office supplies
- Maintain and stock breakroom daily
- Manage office inventory and work with vendors to ensure the regular supply of office materials
- Perform data entry and maintain accurate records
- Creating and maintaining electronic and physical filing systems
- Conflict Checks
- Operating office equipment including printers, copiers, and fax machines
- Ability to handle confidential information responsibly

Skills and Qualifications:

- Previous experience in a secretarial role or related field
- Decision-making skills to work autonomously and manage specific tasks
- Strong written and verbal communication skills
- Strong interpersonal skills and adaptability
- Ability to work on multiple projects and prioritize tasks effectively
- Attention to detail and accuracy
- Strong organizational skills
- Good customer service skills and ability to work well with others
- Proficient in Microsoft Office suite (e.g., Microsoft Word, Excel, Outlook)

- Proficient in Acrobat Adobe

JKW is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. We do not discriminate on the basis of race, color, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, national origin, age (40 and over), disability, genetic information, military or veteran status, marital status, ancestry, or any other characteristic protected by applicable law. We are committed to providing reasonable accommodations to qualified individuals with disabilities and for religious observances.