

## **JOB DESCRIPTION**

**TITLE:** Office Manager

**REPORTS TO:** Board of Directors, Managing Partner

**SUPERVISED BY:** Managing Partner

**SUMMARY:** The Office Manager guides and manages a variety of general office functions, staff support, and administrative services. The Office Manager would assist with the recruiting and hiring of staff; ensure the facilities are maintained; engage vendors and suppliers; and uphold policies and procedures. The position consists of a variety of functions, such as human resources, talent recruitment, event planning, marketing, and collections. Applicants should possess prior office experience in management or human resources; strong administrative and organizational skills; excellent planning and time management; the ability to work independently and as part of a team; and proficient computer skills. This position will require the ability to make difficult judgment calls, to exercise discretion and maintain confidentiality, and display a high level of tact and professionalism.

### **DUTIES:**

1. Assists with Team Management Services and employee relations.
2. Implements and maintains policies, procedures, and Core Values.
3. Oversees onboarding and training of new hires.
4. Monitors employee workload and efficiencies.
5. Manages vendors and suppliers for the office.
6. Organizes office operations and procedures, such as requisition of supplies, filing systems, office appearance, level of staffing, and expense control.
7. Plans firm events and networking opportunities.
8. Provides general management support to Board of Directors and Managing Partner.
9. Communicates with I.T. for support and equipment.
10. Posts job openings and engages in initial screening.
11. Assists in preparing technology, PowerPoint presentations, equipment, venue, set-up, clean up and document handouts in preparation for seminars.

**SALARY:** \$40,000-\$60,000

**BENEFITS:** Top of the class benefits, including health insurance, life insurance, retirement, vacation, sick leave, generous holiday schedules, and various employee perks.

**FIRM INFORMATION:** Willis Law is a rapidly growing law firm headquartered in Kalamazoo, Michigan. Started in 2004 by brothers Michael and Shaun Willis, the firm has over thirty staff members and focuses on business and estate law. Willis Law is building a legacy of Faith, Family, Freedom, and Firm by changing the way law is practiced. All members of Willis Law are expected to adhere to the firm's Core Values: Results, I am 3<sup>rd</sup>, Shoulder, and Excellence.

**APPLY:** Applicants should send a cover letter and resume to [careers@willis.law](mailto:careers@willis.law).