



## Harter Secret & Emery LLP

ATTORNEYS AND COUNSELORS

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### **EMPLOYMENT OPPORTUNITY OFFICE SERVICES ASSISTANT (Rochester, NY)**

This position provides office services support to Firm Attorneys and staff. This is an excellent opportunity for the qualified candidate with relevant coursework and experience that includes filing, recordkeeping, and other clerical tasks.

#### **Job Responsibilities:**

- Processes daily requests for stored materials, logs items retrieved, tracks materials and files returned to off-site storage;
- Maintains data entry in offsite storage inventory databases, prepares bar codes for items sent to offsite storage;
- Assists the Office Services Manager with the preparation of offices for occupancy, providing suggestions for office furniture and equipment configurations, and preparing conference rooms for meetings or events;
- Assists in assessing office supplies needs within the firm, compares vendor prices, and negotiates contracts with approved vendors concerning supplies, and other relevant outside services (i.e. off-site records storage);
- Prepares vendor invoices for review and approval;
- Assists Office Services Manager with building and parking related matters;
- Orders and maintains the inventory of daily supplies;
- Works closely with partners to review destruction reports; and
- Provides daily coverage support to reception and/or switchboard.

#### **Education / Experience Requirements:**

- Associate's degree in Office Technology or related field and two years of progressively responsible work, or High School Diploma and four years of progressively responsible work in related work environment;
- 1 to 2 years records management and retention practices and policies in a professional service organization preferred;
- Excellent written and verbal communication skills;
- Attentive to detail, accurate with names and numbers;
- Competency in Microsoft Word, Excel, Outlook, and Access;
- Strong organizational skills; ability to respond to multiple priorities and deadlines; and
- Ability to work independently and able to work effectively with a variety of staff.

#### **Recruiting Information:**

- Competitive salary dependent upon education and relevance of prior work experience
- Excellent benefit package
  - 3 weeks vacation at 1 year of service;
  - Significant employer contribution toward health insurance; and
  - Retirement program includes both defined contribution plan and 401K plans.

**Additional Essential Requirements:**

- Duties routinely require bending and stooping to file materials in cabinets and storage areas. An Office Services Assistant will routinely lift and carry files, documents, equipment, and other materials, separately or in boxes of 15-25 pounds each.

*For additional information, contact Rhonda Noto, Assistant Director, Human Resources, Harter Secrest & Emery LLP, 1600 Bausch and Lomb Place, Rochester, New York 14604; qualified candidates should submit an on-line application, cover letter, and resume to [www.hselaw.com](http://www.hselaw.com) (select join us).*

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