



Job Title: Practice Administrator

Location: Charlotte, NC

We are a mid-size tax, trusts and estates and real estate boutique law firm in the SouthPark area searching for a Practice Administrator to support the partners and firm management team. The focus of our Firm is on providing innovative and effective tax, legal and financial representation in the areas of tax planning, estate planning, real estate, commercial transactions, mergers and acquisitions and tax audits and controversy.

The Practice Administrator will assist with firm administration and business operations in support of the Partner Group. The Practice Administrator will also support the firm management team and appropriate partners for the planning and implementation of specific administrative, operational and firm improvement projects.

Duties and Responsibilities:

- Supports the Firm's overall strategic planning, including coordination of opportunities to improve Firm operations in conjunction with the Partner Group
- Provides the materials, logistics and follow-up for weekly meetings with the Partner Group
- Coordinates projects, tasks and assignments as authorized by firm leadership
- Supports the operations of the firm including building issues, back-office systems, vendor management, procurement, and liaison with security and building property managers
- Coordinates the Firm's Marketing Plan initiatives, including the firm website, LinkedIn, sponsorship fulfillments, print advertising and publications
- Provides oversight for various Firm events
- Provides project coordination for firm wide initiatives
- Point of contact for the day-to-day administrative operations of the practice

Required Knowledge, Skills, and Abilities:

- Highly trustworthy and careful with confidential and sensitive information
- Strong interpersonal and communication skills
- Ability to work independently and efficiently on multiple projects
- Highly organized with a strong attention to detail
- Experience in project management with focus on successful implementation
- Experience in day-to-day office operations
- Experience in marketing advantageous but not required
- Strong MS Word, Excel and Power Point skills; some experience with legal front and back office software advantageous but not required (e.g., 3E, NetDocuments)

We offer competitive compensation and benefits package commensurate with experience.