

Law Office Manager Position

Hage Hodes, Professional Association, mid-sized Manchester, NH law firm, seeks an experienced full-time law office manager to manage the firm's daily business operations and who will facilitate the coordination of several attorneys and staff in both administrative and legal functions. Responsibilities include bookkeeping, billing, policies and procedures, management of firm technology, human resources, facilities, and marketing and public relations. We offer a competitive salary and benefits package.

We are a general practice law firm with attorneys licensed to practice in multiple states, federal courts, as well as the U.S. bankruptcy court. With decades of experience, the Hage Hodes team handles a broad range of matters including corporate law, business litigation, personal injury, estate planning, probate litigation, intellectual property, professional malpractice, and other civil litigation. The firm is seeking a skilled Office Manager to join our collaborative and talented team. Hage Hodes, P.A. is an equal opportunity employer committed to establishing an inclusive environment for all employees. Learn more about us at **HageHodes.com**.

Please submit a cover letter and resume to **HR@hagehodes.com**. For more information, **view the full job posting on LinkedIn here**. All INQUIRIES ARE CONFIDENTIAL.