

Operations (Legal) Administrator Dover, NH

Do you love making your workplace run smoothly? Do you want to help create the best place to work for your coworkers and your team? If you're looking to take the next step forward in your legal operations career at a fast-paced, multi-site firm, this may be the job for you.

Shaheen & Gordon, P.A. is looking for an experienced and people-minded Operations Administrator to lead the day-to-day operations of several offices, delivering superior support services to attorneys and firm leadership. The ideal candidate will have over 7 years of experience in a legal (or other professional service) organization and be equally comfortable working on their own as with a team. They must also have reliable means of transportation and a willingness to travel between firm office locations.

Our Operations (Legal) Administrator will be working closely with the Chief Operating Officer in our Dover, NH office to set budgets and drive financial results, as well as managing the design and inventory of the firm's various facilities. In addition, you will provide support in payroll, recruiting, onboarding, training, and performance management to make S&G an even better place to work. This role will help to shape the firm going forward, and we are eager to find someone to join us in our mission to do some good.

About S&G: Shaheen & Gordon is a full-service law firm with a commitment to excellence and a focus on community. A fixture of the New Hampshire legal community for over 40 years, the firm has expanded across Northern New England and all the way to Hawaii. Whether you are a recent graduate or a seasoned professional, Shaheen & Gordon offers the opportunity to build your career with a fast-growing company.

At Shaheen & Gordon, we live our brand: It's different here. We take our work very seriously, but not ourselves. We take time to know each other. We care about our clients. We invest in our communities. We know that our employees make all the difference, and we treat them accordingly—every member of our firm has a voice and is encouraged to use it.

S&G offers excellent benefits including health insurance, flexible spending account, and 401(k) plan employer match. Our Dover office is located right in the heart of downtown and offers ample parking, an assortment of walkable lunch and coffee destinations, a break room full of snacks, and an in-office gym.

Between our Wellness and DEI committees, benefits and amenities, and openness to employee feedback, we're determined to do right by the people who make up our firm and excited to welcome the right person to our team to fill this role.

Responsibilities include, but not are not limited to:

- Working with firm leadership, outside vendors and firm colleagues to oversee and support day-to-day operations of several firm offices, functioning as a highly visible member of the team, reinforcing policies, procedures, and firm culture.
- Assisting the Chief Operating Officer in budgeting and driving financial results.
- Collaborating with HR and Finance to provide support in payroll, recruiting, onboarding, training, and performance management.
- Supervising the office support teams, including clerical, legal assistants, paralegals, and reception; and facilitate projects and assignments with leadership in areas such as IT, HR, and Facilities.
- Working closely with the Chief Operating Officer to oversee facilities management, including space planning and design, purchasing, inventory control, and adherence to budget.
- Establishing and maintaining strong working relationships with coworkers, leadership, firm colleagues and vendors.

Required Skills/Abilities

- Must have excellent interpersonal and organizational skills.
- Must have excellent written and verbal communication skills.
- Must have strong firm management software skills, with the ability to design and deliver training.
- Must have advanced computer skills using Microsoft Office Suite and firm management software.
- Must be able to meet deadlines and have strong attention to detail, with the ability to multi-task in a fast-paced environment.
- Must be quick-thinking and able to make prompt decisions
- Must have a professional, friendly, and client / customer focused attitude and demeanor.
- Must be focused on leading by example and promoting firm culture.
- Strong budgeting, performance and project management background required.
- Ability to travel to firm offices regularly, as needed.

Education/Experience

- A BS in Business Administration, Management, HR, legal studies, or other related discipline required.
- A minimum of 7 years previous leadership experience in a legal or other professional services organization is required.

Shaheen & Gordon is an Equal Opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), gender identity or expression, national origin, citizenship, veteran status, age, physical or mental disability, genetic information, marital status, sexual orientation, or any other consideration made unlawful by applicable federal, state or local laws in all aspects of employment, including but not limited to recruitment, hiring, training, evaluation, transfer, promotion, discipline, compensation, termination, and layoff.

Salary commensurate with experience. Please email your cover letter, resume, salary requirements, and references to careers@shaheengordon.com . EOE