



JOB DESCRIPTION: OFFICE COORDINATOR

LOCATION: Rockville Office

FLSA: NON-EXEMPT

Position Summary: We are looking for a proactive and personable Office Coordinator to serve as the heartbeat of our Rockville office. This role is the go-to resource for day-to-day office operations, ensuring a welcoming environment for guests and a smooth, well-organized workplace for our team.

KEY RESPONSIBILITIES:

- Phone & communications - Answer and direct incoming calls in a professional and timely manner; take detailed messages and route inquiries appropriately.
- Client Intake - Serve as the first point of contact for prospective clients; conduct intake calls with professionalism and empathy, gather pertinent information about the nature of the legal matter, maintain strict confidentiality, and coordinate with attorneys to ensure timely follow-up.
- Guest reception - Welcome and assist visitors upon arrival, ensuring a positive first impression of the office.
- Supply management - Monitor, order, and restock office supplies to ensure the office is always fully equipped and organized.
- Conference room scheduling - Manage conference room bookings, coordinate setup, and resolve scheduling conflicts.
- Catering coordination - Arrange catering for meetings, events, and office functions; coordinate with vendors and ensure timely delivery and setup.
- Mail & deliveries - Sort and distribute incoming mail and packages; coordinate outgoing mail and courier shipments.
- Building & facilities liaison - Serve as the primary point of contact with building management and the parking garage; communicate maintenance needs and relay important facility updates to staff.
- Vendor relations - Act as the main point of contact for office vendors; manage relationships, coordinate service visits, and handle inquiries.
- Document Management - Organize, scan, and maintain legal documents including discovery materials, releases, and case files, ensuring accurate filing and efficient retrieval in accordance with firm procedures.

Required Qualifications:

- 1–3 years of experience in an office support, administrative, or coordinator role
- Excellent verbal and written communication skills
- Strong organizational skills and attention to detail
- Friendly, professional demeanor with a customer-service mindset
- Ability to multitask and prioritize in a fast-paced environment
- Proficiency in Microsoft Office

SALARY RANGE: \$60,000 - \$75,000

Salary will be determined based on relevant professional experience, technical skills, educational background, and overall qualifications

BENEFITS:

- Health Insurance
- Dental insurance
- Vision insurance
- Life & Disability insurance
- Firm Paid Holidays
- 401k w/Employer Match
- Parental Leave
- Health Savings Account w/monthly Employer Contribution
- Bonus Eligibility

JOB TYPE: Full-time

WORK SETTING: Fully Onsite

We are an Equal Opportunity Employer