

JOINER LAW FIRM

INTERNATIONAL TRADE LAW

HUMAN RESOURCES & ADMINISTRATIVE ASSISTANT

ROLES & RESPONSIBILITIES

Last Updated: 14 February 2017

High performing individual that consistently provides excellent service to internal and external clients. Demonstrates professionalism and humility while passionately embracing and fostering the JLF culture.

Human Resources

- Responsible for the implementation and day-to-day administration of the firm's recruiting and hiring program.
 - After assisting in identifying and prioritizing firm needs, develop detailed and accurate job descriptions, appropriately post open positions, initially screen applications, and identify applicants for further review. May conduct initial interviews.
 - Oversee interview scheduling with appropriate firm personnel, ensuring appropriate questions are asked, criteria met, and documentation retained.
 - Organize and streamline hiring paperwork and documentation process, with a focus on electronic document management.
 - With the assistance of legal team members, engage in the legal staff recruitment program, coordinating with law school placement offices and recruiting agencies, reviewing candidate qualifications, verifying references and scheduling interviews.
- Ensure successful onboarding/orientation for new employees to firm's culture, procedures, timelines, events, etc.
 - Clearly communicate firm's culture – purpose, vision, mission and values throughout recruiting and onboarding process.
 - Coordinate with team members to ensure employee is successfully onboarded into the JLF culture and position responsibilities (successes, effective, productive, etc).
 - Continue to follow up with new employee as well as other team members to ensure onboarding continues to be successful offering support with ongoing communications, clear expectation setting, and relationship development.
- Collaborate with all team members regarding ongoing culture, concerns, trainings/guidance, areas for improvement, adequate communication among team members, etc. This position is critical to ensuring that the culture at the firm is continually fresh in team members' minds and that all team members are held accountable and hold each other accountable to the purpose, vision, mission and values established.
- Assist in furthering the culture of the organization throughout all aspects of the firm's environment – charitable service, service to clients, and service to other team members. Work with the legal and executive assistant in continuously revitalizing the firm's dynamic culture.
- Coordinate timing and follow through for annual reviews, evaluations, and goal settings.

- Oversee the benefits programs, including insurance (life, health, disability), retirement vehicles, and paid time off/vacations. Analyze options and programs for the best interest of the team members and the firm. Provide education on benefits and programs and resources available to team members.
- Ensure smooth off-boarding for separating employees. Oversee separation checklist to ensure that all necessary items are addressed in a timely manner, to include terminating technology access, preserving electronic activity, ensuring that benefits and payroll information is thoroughly communicated and accurately processed, ceasing facility access, and other items.
- Timely and accurately track paid time off, ensuring proper approval, coordination, and notification.

Administrative Assistant

- Oversee development and ongoing maintenance of firm's policies and procedures as they continue to change and grow with the firm.
- Continually ensure that Employee Handbook is maintained to reflect current laws and regulations, the organization's policies and procedures, as well as the firm's culture and expectations.
- Coordinate with the legal and executive assistant to implement and maintain a birthday, anniversary, and special event acknowledgement program.
- Assist the CFO/CAO with administrative duties with various tasks and projects to include vendor relationships such as technology and facilities, pre-bill reviews, calendar management, and other special projects as assigned.

Receptionist Duties

- Greet clients and other visitors to the firm's office professionally and with courtesy and screen or direct them as appropriate.
 - Promptly answer all incoming calls in a professional, pleasant and courteous manner and screen or route them as appropriate.
 - Develop working familiarity with firm's phone system, including all conference capabilities, hold function, transferring to voicemail, etc..
 - Ensure coverage of the reception area by another team member at all times.
- Maintain a neat, professional, and orderly work space which doubles as the firm's reception area and assist in the overall tidiness of the firm's conference and kitchen areas.
 - Immediately upon receipt, place all packages into the designated storage area for daily collection and delivery by the firm's runner. Packages should not be visible to visitors and they may not be placed in the front entry way or reception area.
 - Performs setup and takedown/clean-up for client visits, conferences, meetings, trainings, etc.

Qualified candidates should send a cover letter explaining the reason for their interest in the position, resume, cover letter and a completed job application (available at <http://joinertradelaw.com/careers.php>) to hr@joinertradelaw.com. The email should contain the following subject line: APPLICATION – HR/ADMIN.