

<https://www.matfar.com/job/40401-legal-support-manager/>

Legal Support Manager

Description

Premier International Firm is seeking a Legal Support Manager for its Los Angeles office. The Legal Support Manager will be responsible for managing the day-to-day operations of the legal support team and ensuring the smooth functioning of legal processes in the organization. This includes supervising legal assistants and other support staff, managing document management systems, and ensuring compliance with legal requirements. The Legal Support Manager will also provide support to the legal team, as needed

Qualifications

- Bachelor's degree is required.
- 5+ years' experience as Office/HR Administrator required.
- Previous law firm experience is preferable, if not required.
- Ability to work effectively in a fast-paced environment and manage multiple priorities simultaneously.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and legal document management software.

Contacts

If you are qualified and interested in this position, please send resume to or contact:

- [Adrienne Barbee](#)
- adrienne@matfar.com
- 213-996-3734.

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, HR

Job Location

Los Angeles, CA

Working Hours

Hybrid. 2 days in office.

Base Salary

\$ 140K - \$ 160K

Date posted

May 9, 2023