

Administrative Assistant - Sacramento

Van DermYden Maddux Law Corporation is dedicated to conducting workplace and Title IX campus investigations in California and Nevada. We are an enthusiastic, fun and collegiate group of attorneys and other legal professionals who value excellence and integrity. We are seeking a dynamic full-time Administrative Assistant to assist the Firm's Chief Operating Officer in the Sacramento office. This position is responsible for performing a wide variety of tasks and projects that involve human resources, marketing and IT, and requires a detail-oriented person who is eager to learn and can execute initiatives. For information on our unique practice, please visit www.vmlawcorp.com.

Key Responsibilities include:

Human Resources

- Schedule candidate interviews and print cover letters, resumes and supporting documentation prior to interviews
- Assist with new hire onboarding, including but not limited to scheduling new hire photos and ordering business cards, IT equipment, cell phones, etc.
- Prepare and send new hire forms, such as Forms I-9, W-4 and de34, and the Direct Deposit Worksheet
- Prepare new hire binders
- Communicate with outside benefits broker and 401(k) plan representative regarding new hires
- Prepare and send health coverage termination forms for departing employees
- Send outside website designer new hire photos, bios and vCards for Firm website
- Organize and update HR files
- Order breakfasts and lunches for team events and pick up, if necessary
- Assist with planning team events, such as summer group activities, annual holiday party, and occasional end-of-day events
- Assist with planning and executing annual Attorney Retreat
- First point of contact for property managers of both Sacramento and San Rafael offices for issues related to suite maintenance
- Send out and calendar (if necessary) Firm events
- Process semi-monthly payroll when COO is out of the office
- Other projects, as assigned

Marketing

- Create and update Firm bios
- Draft Attorney speaker packets for speaking engagements
- Prepare first draft responses to Requests for Proposals/Requests for Qualifications/Requests for Information
- Help plan and maintain social media presence on platforms such as LinkedIn and Facebook
- Work with outside graphic designer to create marketing materials for sponsorship events
- Communicate Firm bio updates, speaking events, announcements, and blog updates to outside website designer
- Maintain master list of Firm marketing contacts and update on a regular basis
- Plan and order annual holiday gifts to Firm colleagues
- Research, select and send out annual holiday e-card
- Other projects, as assigned

IT

- Work with outside IT vendor and phone provider to troubleshoot issues with computers and phones as they arise
- Scrub thumb drives of data as they are returned by attorneys and paralegals
- Other projects, as assigned

Requirements:

- High attention to detail and accuracy
- Effective organizational skills and ability to use necessary computer applications, including the Microsoft Office Suite
- Strong listening and communication skills
- Must be able to maximize time and effort in addressing position responsibilities, as well as quick adaptation to changes in priorities.
- Positive, professional and approachable attitude and demeanor
- Common sense, flexibility and the ability to work individually and as part of a team
- Exceptional attendance

This is a full-time, non-exempt position. Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Compensation will be determined based on qualifications and experience. Excellent benefits provided including medical, dental, vision, flexible spending accounts, and 401(k) with employer contribution.

To Apply:

Please submit a cover letter and resume to:
Jennifer M. Maguire, Chief Operating Officer
Van Dermyden Maddux Law Corporation
2520 Venture Oaks Way, Suite 450
Sacramento, CA 95833
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FAX: (916) 779-1451

Van Dermyden Maddux Law Corporation is dedicated to the goal of building a culturally diverse and pluralistic staff committed to investigating and working in a multicultural environment.