

Office Services Manager

Sheehan Phinney is hiring an experienced **Office Services Manager** to join our team in our Manchester, NH location.

Responsibilities:

The Office Services Manager reports to the Chief Operating Officer and is responsible for the management of office services specific to support staff, records management, vendor negotiations, project planning, facilities management and safety and security for all office locations, along with other tasks as assigned.

Knowledge, Skills and Abilities:

- Management of office services staff
- Responsible for the preparation of the office services annual budget
- Maintaining and securing records and storage in accordance with established policies and procedures including daily filing and indexing of documents, preparing materials for off-site storage, file tracking and other related duties
- Management of copy center and mail room
- Ensures proper maintenance and usage of equipment and supplies
- Initiate communication and problem solving in response to internal customer complaints
- Contract negotiation and management with/of applicable vendors/suppliers and ensures compliance with agreed upon terms and conditions
- Directs Firm's safety program and practices and ensures that all rules and regulations are adhered to
- Administers and coordinates site access and maintains relationship with building manager at each physical location

Required Education and Experience:

Bachelor's degree or equivalent with 5+ years of related experience in facilities and office services management in a law firm, required. Proficient in MS Office suite and document control software such as Adobe Acrobat. Prior supervisory experience required. Valid driver's license. Ability to travel to all Firm locations and lift 50 lbs.

Benefits:

We offer competitive salary and a comprehensive benefits package, including medical & dental; 401k/profit sharing plan, life & disability insurance and paid time off/holidays.

Please submit your resume with salary requirements via email to hr@sheehan.com. EOE