

Administrative Services Coordinator

Location: Seattle, WA

Salary: \$55,000 – 70,000

Baker Sterchi Cowden & Rice LLC, a litigation defense firm with over 200 employees, is seeking an organized and service-oriented Administrative Services Coordinator for its Seattle office. This position provides administrative support to attorneys and legal staff while assisting with office operations, client service, facilities, and billing functions. The ideal candidate is detail-oriented, organized, and able to manage multiple priorities while providing excellent service to internal and external clients.

Candidates should have 3 – 5 years of administrative experience.

All candidates must understand the importance of upholding firm and client confidentiality.

Please email your resume to resumes@bakersterchi.com.

Duties and Responsibilities

- Provide administrative support to attorneys and legal staff, including document preparation, proofreading, filing, scanning, and file management.
- Manage attorney calendars and assist with scheduling meetings, depositions, court appearances, and related deadlines.
- Docket and monitor federal and local court deadlines.
- Handle incoming and outgoing correspondence, including phone calls, emails, and mail.
- Assist with new client and matter intake, conflicts, billable time entry, and other administrative processes.
- Assist with client billing and office accounting functions, including invoices, expense reports, and check requests.
- Greet, welcome, and direct visitors and politely answer, screen, and forward incoming calls.
- Coordinate conference room setup, catering, and general hospitality for client meetings, internal meetings, and firm events.
- Maintain office and kitchen supplies and help ensure the office is organized, stocked, and presentable.
- Assist with facility-related needs and coordinate resolution of office issues as they arise.
- Provide administrative support for special projects and other tasks as assigned by attorneys or firm management.

Baker Sterchi offers competitive compensation and comprehensive benefits, medical, dental, vision, basic and voluntary life insurance, long-term disability insurance, and 401K matching.

Committed to promoting diversity within our organization and the legal community, we encourage candidates from all backgrounds.

About Baker Sterchi Cowden & Rice LLC

Founded in 1982, Baker Sterchi is a civil defense litigation and trial law firm with offices in Missouri, Kansas, Illinois, Washington, Oregon, and Wisconsin. The firm provides comprehensive legal services across a broad range of practice areas, including commercial and business litigation, construction, employment and labor, insurance coverage and defense, law enforcement and civil rights, government liability, medical malpractice, premises liability, product liability, professional and management liability, trial practice and consulting, and transportation litigation. With a team of attorneys who bring decades of courtroom experience, Baker Sterchi is widely recognized for its trial skills and commitment to client service. For more information, visit bakersterchi.com.