



JOB POSTING

Posted	Position	Compensation Range
September 5, 2024	Administrative Services Coordinator Seattle	\$65,000 - \$80,000 annually

Baker Sterchi Cowden & Rice LLC is seeking a highly motivated and skilled Administrative Services Coordinator in the Seattle office. The ideal candidate is professional in demeanor, detail-oriented, proactive, and enjoys working as a team. Strong organizational skills and the ability to work efficiently under pressure are required for success in this position. At least five years of professional services experience is required. Law firm experience is preferred. All candidates must understand the importance of upholding client confidentiality.

Please email your resume to resumes@bakersterchi.com.

Duties and Responsibilities

- Provide administrative support to attorneys and legal staff, including document preparation, schedule, and file management.
- Assist with the preparation, proofreading, and filing of legal documents and court filings.
- Assist in scheduling and coordinating meetings, depositions, and court appearances.
- Assist with new client and matter intake process.
- Answer, screen and forward incoming calls.
- Greet, welcome, and direct visitors.
- Handle conference room set up and clean up for client meetings and internal firm meetings.
- Manage and maintain office supplied and kitchen inventory, ensuring that all supplies are stocked.
- Assist with any facility issues that may arise.
- Process cash receipts, firm overhead, expense reports, and check requests.
- Handle billing and electronic billing for clients throughout the entire processing including pre-bill generation and edits, updating matter and attorney rates, and running client reports.
- Coordinate billing and collection efforts.

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 litigation defense firm with offices in Missouri, Kansas, Illinois and Washington. 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.