
Assistant Office Administrator

Job Opening:

Marten is seeking applicants for an Assistant Office Administrator position to support our growing environmental law practice. This position will eventually be staffed out of the Firm's Seattle Office overlooking the Puget Sound, but will be staffed remotely at least through mid-2021, during the Covid-19 pandemic. The successful applicant must be willing to locate or relocate to Seattle by mid-2021. All applicants must have demonstrated, through their education and prior experience, the administrative and operations skills needed to assist the firm's Chief Operating Officer. These include attention to detail, an ability to work with a sense of urgency under time pressure, and the ability to manage multiple projects to different deadlines. Prior management experience in a law or other professional services firm is preferred, but not required.

Firm Overview:

Marten enjoys a national reputation as a leader in environmental, energy, and natural resource law. Our team of lawyers includes recognized authorities in climate change, wind and solar development, air quality, water resources and water quality, fisheries, environmental review and permitting. We work throughout the United States on large-scale projects involving complex negotiations and litigation. Our lawyers practice in Seattle, Washington; Portland and Bend, Oregon; and Sun Valley, Idaho.

Responsibilities:

- Support COO in all firm management responsibilities he oversees. These include:
 - Taking ownership of operations special projects, including file management
 - Communicating with clients via email and telephone, as well as in person once we return to an office setting, directing them to the best resource to address their needs quickly
 - Maintaining all aspects of office operations support materials (supplies, equipment, kitchen, etc.)
 - Risk management support, including emergency response coordination with building staff, emergency supply review and renewal, and annual emergency response manual review and testing
 - Human Resources support, including cards, gifts, firm contact information, PTO calendar management, as well as maintenance of office SharePoint
 - Hiring support, including arranging interviews
 - Attorney support, including travel arrangement, appointments, reservations, and preparing food orders
 - Implementing special occasions such as holiday and summer gatherings
 - Master and then improve best practices and standard operations for the office

Qualifications:

- Undergraduate degree, with preference for candidates who have demonstrated superior academic performance
- Prior law firm or other professional service firm experience preferred, but not required
- Professional and positive attitude
- Excellent verbal and written communication skills
- Exceptional attention to detail producing high quality work product
- Mastery of multi-tasking in a fast-paced environment
- Demonstrated desire to take initiative and learn by doing
- Microsoft Office Suite expertise

Hours & Benefits:

This is a full-time position with a full benefits package that includes: medical/dental, PTO, 401k with employer contribution, life insurance, transportation subsidy program, and long-term and short-term disability policies. Hours are M-F, 8:30am – 5:00pm. Salary commensurate on experience. Applicants must be able to pass a background check. AA/EOE. For full consideration, please forward complete evaluation materials.

Job Type: Full-time

Salary: \$45,000 to \$52,000 per year

Evaluation Materials:

For consideration as a candidate, please provide to William Ashby (bashby@martenlaw.com) an application packet including:

- Cover letter describing relevant experience
- Resume
- Writing sample
- Academic transcript