

## Administrative Assistant

Rothkoff Law Group, PC is seeking a dynamic individual to assist an Associate Attorney and staff in both New Jersey and Pennsylvania. The successful candidate will project a professional, welcoming image, possess strong communication skills, and must be comfortable managing high telephone call volume. Duties include, but are not limited to:

### Duties and Responsibilities:

- Act as back up coverage for the reception desk when the receptionist lunch and absences
- Sort mail
- Ability to communicate clearly and confidently when corresponding with clients, their families, and professional contacts. Greet visitors and direct them to a conference room if appropriate
- Answer phones, screen for information, and direct them to the correct employee
- Organize and prepare large PDF files
- Scan and link documents as necessary using Time Matters.
- Coordinate conference calls with team and clients using Zoom and Conference Bridge
- Copy client documents as they are dropped off and/or during appointments
- Schedule and confirm calls and appointments as directed
- Reserve conference rooms in local and satellite office, ensuring notaries and witnesses are available, as needed
- Communicating with courts to schedule hearing and depositions
- Assist with collecting and following up on requested information from clients, physicians, care providers and insurance companies
- Organize and mail correspondence to clients and/or courts
- Create welcome letters for all new clients, when acting as back up for front desk
- Retrieve from TM, edit and organize attorney letters; distribute as requested on RLG letterhead with attachments, as needed
- Assist marketing team with mailings, entering contacts, and inventory of materials
- Manage the annual renewal process, which includes:
  - Review the list of clients due for renewals in that month.
  - Send renewal packet information to the primary contact for our office.
  - Follow-up with the primary contact to schedule the "renewal" phone call with the attorney responsible for the case.
  - Answer the primary contact's questions on what services are included with the annual renewal fee.
  - Provide the Rothkoff Law Group team with an update on the status of these renewals during Tuesday morning staff meeting.
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### Qualifications:

- Ability to think critically and problem solve.
- Knowledge of or interest in learning about long term care.

- Ability to manage short as well as long-term deadlines with minimal supervision.
- Manage your own workload independently, but still work as part of a team
- Attention to detail is critical.
- Conduct oneself in a professional and appropriate manner.
- Proficiency with Microsoft Word, Excel, and Outlook is required
- Proficiency with Time Matters is helpful, but not required
- NJ and PA Notary or willing and able to become one.