

Administrative Legal Assistant

Rothkoff Law Group – Elder Care Law Firm

Location: Southern NJ

Position Type: Full-time in office

Who We Are:

Rothkoff Law Group is a client-centered elder care law firm serving New Jersey and Pennsylvania. We pride ourselves on delivering compassionate, coordinated care and legal advocacy for seniors and their families. We're currently seeking a highly organized and adaptable **Administrative Legal Assistant** to join our supportive and fast-paced team.

About the Role:

This position supports an Associate Attorney and works closely with both NJ and PA staff. Ideal for a multitasker who enjoys variety, this role touches many parts of the firm—from front desk backup to client coordination, document handling, scheduling, and legal support tasks.

What You'll Do:

- Provide backup support for front desk operations (phones, greeting visitors, mail sorting)
- Assist in document management: scan, link, organize large PDFs, and handle outgoing mail
- Schedule client appointments, coordinate Zoom and conference calls
- Help with client document drop-offs, copying, and preparation
- Follow up with clients, care providers, physicians, and insurance contacts
- Support annual client renewal process by coordinating communication and documentation
- Contribute to marketing tasks such as mailings and material inventory
- Assist with correspondence preparation using Time Matters case management software

Who You Are:

- A confident communicator with excellent phone and interpersonal skills
- Skilled at juggling short- and long-term tasks with little supervision

- A team player with strong critical thinking and problem-solving abilities
- Proficient in Microsoft Word, Excel, Outlook (Time Matters experience a plus)
- Notary in NJ and PA—or willing to become one

Why Join Us?

- You'll be part of a mission-driven firm that makes a real difference in clients' lives
- The role offers variety, growth opportunities, and a supportive team culture

To Apply:

Submit your resume and a brief note of interest to [insert contact or link here].