

Goodsill Anderson Quinn & Stifel, one of Hawaii's preeminent law Firms, seeks a qualified Office Manager who will be responsible for (i) providing assistance and support to the Executive Committee in furthering Firm, practice group/area, and individual attorney initiatives, and (ii) overseeing the management personnel, ensuring completion of projects as directed by the Executive Committee and being a liaison between the management personnel and the Executive Committee.

### Qualifications

- Minimum of ten years of progressively responsible experience in managing business operations, including planning, marketing, financial and human resources administration (law firm management experience preferred).
- Thorough knowledge of business (preferably law firm) administration, finance, data processing, and human resources management as normally acquired through a Bachelor's degree in business administration, finance human resources administration or closely related field, or the equivalent experience.
- Highly developed team skills, unquestioned integrity, and the experience, confidence and presence to effectively handle interpersonal relationships, sensitive issues and confidential information.
- Strong organizational skills, ability to multi-task effectively, prioritize work with the time constraints and responsibilities in a fast paced, changing environment.
- Ability to proactively identify and analyze complex issues and problems and to recommend and implement solutions.
- Knowledge of technology to support essential job functions and promote efficiency in all departments.
- Excellent written and verbal communication skills to effectively communicate with Firm clients, Executive Committee members, and colleagues in a clear, concise manner.
- Ability to take initiative and provide leadership to effectively manage and motivate staff in all aspects of the job.
- Ability to work extended hours as necessary to fulfill responsibilities.

Equal Employment Opportunity Employer; all inquiries will be handled in confidence.