

Goodsill Anderson Quinn & Stifel, one of Hawaii's preeminent law Firms, seeks a qualified Office Manager who will be responsible for (i) overall management of operations and facilities of the law office to ensure smooth and efficient operations, (ii) providing assistance and support to the Executive Committee in furthering Firm, practice group/area, and individual attorney initiatives, an (iii) 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.