

Administrative Services Manager

Goodsill Anderson Quinn & Stifel, one of Hawaii's preeminent law Firms, seeks a qualified Administrative Services Manager who will be responsible for the management of day-to-day activities of the Firm's office services departments and Firm's premises. Responsibilities include purchasing, inventory control, record storage, reception/switchboard services, mail/messenger, photo copy center, hospitality and firm events, and other facilities management functions. Facilities management includes planning, budget and negotiating contracts for the purchase, delivery and maintenance of equipment, furniture, supplies and outside services.

In addition, this position is responsible for the completion of applications and renewals for Firm insurance policies.

Qualifications:

- Minimum of three years of progressively responsible work experience in managing facilities supporting a law office or other professional service.
- Ability to plan, manage and evaluate the property and facilities at a level normally acquired through completion of a Bachelor degree in business administration, finance or closely related field or the equivalent experience.
- Prior law firm experience preferred.
- Excellent written and verbal communication skills.
- Ability to effectively manage and motivate staff.
- Willingness to work hours as required to complete essential duties of the position.

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