



OFFICE MANAGER

HAWM Law is a fast-growing Orlando based law firm with a close-knit family atmosphere. Our top priority is the peace of mind and security of the clients we serve. If you are passionate about serving others, come join our team of energetic, fun, professional compassionate leaders.

Job Duties:

- Manages the day-to-day operations of the office
- Manages equipment, office services, and facilities.
- Performs or facilitates and delegates accounting functions as needed. These may include billing, preparation of financial statements, management of reports, and collections.
- Consults with outside accountants for audits, preparation of tax returns, and the production of other reports as required by law.
- Drafts and implements operational and human resource policies and practices to ensure quality services.
- Assists with human resource management as needed

Requirements:

Bachelor's Degree in Business Administration, Accounting or Finance. 24 months experience in general office management.

Job Site:

HAWM, PLLC, Orlando, Florida

How to Apply:

Send resume to: Firm Manager, letters@hawmlaw.com.