

Office Administrator (FLAC) – Detroit, MI

Lakeshore Legal Aid (LLA) strives to serve its clients in a holistic manner to address clients' legal issues and improve our communities. LLA provides free legal assistance in 46 counties in Michigan through our offices located in Detroit, Pontiac, Warren, Dearborn, Southfield, Riverview, Mt. Clemens, Port Huron, and Caro. Our work includes housing, family, and consumer, and public benefits law.

LLA partners with Wayne State Law School in staffing its Free Legal Aid Clinic. The clinic, which is run by a Wayne State law student board, provides family law services to low-income people in Wayne County. FLAC gives priority to clients who are survivors of domestic violence or have been denied access to the legal system.

Lakeshore Legal Aid has a full-time opening for an Office Administrator in our FLAC office in Detroit, MI.

Basic Position Responsibilities:

- General - Answer telephones: provide information or direct calls to the appropriate person or agency. Greet office visitors and clients. Schedule and confirm appointments. Establish a respectful working relationship with vendors and contractors to resolve any concerns or issues. Make sure any incoming fax documentation is distributed correctly.
- Mail - Retrieve the mail, sort, distribute, and process outgoing mail. Take outgoing mail to post office and replenish postage for office.
- Financial - Petty Cash, bank deposits, and reconciliations. Order office supplies and submit vendor invoices.
- Client Files & Documents - As instructed: create, file, or retrieve client files, assist in preparing other documents, drop off or pick up court documents from the courthouse and use the database system for data entry for client case information. File away and organize closed files within the office area. Shred any documents and files as instructed according to the agency's policy.
- Operation of Office Equipment - Computers, multi-functional machines, telephones and type writers as well as audio/visual equipment.

Requirements:

- Minimum 2 years of administrative and/or office support experience.
- High School Diploma or GED required. Associates Degree preferred.
- Ability to determine, and apply priorities and be a problem solver; however, can recognize when to seek guidance from supervisor.
- Must be able to communicate effectively, be empathetic and understand that our clients are a diverse representation of the community.
- Proficient in the use of Microsoft Office products including Microsoft Edge (formerly IE), along with Google Chrome and Mozilla Firefox.
- Professional written and verbal communication skills are essential as well as the ability to exercise discretion when processing confidential information.
- Ability to work independently or collaborate with co-workers and a willingness to adapt to changing office demands.
- Must have reliable transportation, and be able to attend mandatory meetings/trainings.
- Provide additional administrative and clerical support as assigned.
- Potential hires are subject to a background and reference check.

Salary

Salary is commensurate with qualifications and includes excellent benefits including medical, dental, vision, life insurance/AD&D, short and long-term disability, retirement plan, vacation and personal time.

To apply, please send a cover letter, updated resume and salary expectations to resumes@lakeshorelegalaid.org.

LLA values diversity and is an Equal Opportunity Employer.