



Law Office: Office Manager / Admin

Company Profile

Hone Maxwell LLP is a tax law firm with offices in San Francisco, Irvine, Tijuana, and San Diego. We work with a wide variety of clients, with a specialization in international clients.

Position Description

The position duties include:

- Establishing office procedures
- Monitoring client workflow and engagement
- Managing day to day operations of the firm
- Phone coverage
- Filing and organizing documents
- Handling incoming and outgoing mail
- Greeting clients
- Data entry
- Assisting in the composition of emails, letters, and other documents
- Keeping office organized
- Assisting attorneys on various projects

Professional Qualifications

- Fluent in Spanish
- Technologically savvy, with expert skills in Adobe, Microsoft Excel, Word, and PowerPoint
- Bachelor's degree in any field or 2 years of related professional experience
- Detail-focused and highly organized work habits
- Exceptional verbal and written communication skills (with impeccable grammar)
- Excellent time management and prioritization skills
- Ability to synthesize complex issues and ideas
- Creative and resourceful problem-solving skills
- Ability to work independently, with minimal supervision, and also as a member of a team
- Professional demeanor and advanced interpersonal skills
- Experience in tax office preferred, but not required

Personal Attributes

A commitment to excellence, academic and emotional intelligence, efficiency, and adaptability are highly valued at our firm. Applicants should be responsible, self-motivated and comfortable independently finding technological solutions to problems that arise. Maintaining a positive work environment is very important to our company and it is, therefore, important that the position is filled by someone who is genuine, self-assured, and committed to personal and professional growth. Applicants should enjoy creating, learning, and refining systems of all types. Applicants must have integrity and ethics, respect for client confidentiality, and the ability to pass an extensive background check.



Additional Information

Location: San Diego, CA
Start Date: May / June 2022
Hours: 9:00AM to 5:30PM, Monday - Friday
Pay: TBD based on experience

Contact Information

Hone Maxwell LLP
3465 Camino Del Rio South
Suite 400
San Diego, CA 92108
sdadmin@honemaxwell.com

How to Apply

- Email a resume and cover letter explaining your interest in the position in PDF.
- The email subject line should read: Application - ["enter your full name"].