

Position Information	
Working Title:	Administrative Support Specialist
FLSA Status:	Non-Exempt
Provisional Period:	90 Days
Department:	Client Coordination
Assignment Category:	Staff
Office:	Fort Myers
Job Type:	Regular, Full-Time
Job Description Summary:	The Administrative Support Specialist must be alert, responsible, responsive individual who proofreads and assembles prepared documents, scans and saves into our database, assists in scheduling appointments, helps answer client calls and other such tasks. The Administrative Support Specialist must be versatile and help any position in the firm that requires it. Requires knowledge of Microsoft Office, how to use a printer/scanner, and other general technical computer knowledge. Adaptability and flexibility will qualify you as an exceptional candidate. Attributes that will shine are alertness, curiosity, and responsiveness.
Job Factors	
Minimum Education Preferred:	Associates Degree
Experience Level Preferred:	Two years of relevant administrative, clerical and/or filing experience is preferred.
Supervision Received:	The incumbent reports to the Human Resources Manager. After initial orientation, the incumbent will be given general direction from the Human Resources Manager, but is expected to perform duties and responsibilities independently.
Supervision Exercised:	This position is not responsible for supervising any staff positions.
Scope of Human Resources Impact:	Not responsible for interviewing prospective candidates or playing a role in the hiring process.
Level and Nature of Internal Contacts:	The incumbent has regular contact with all members of the team, including all levels of Attorneys and even outside vendors.
Level and Nature of External Contacts:	External contact is among the primary responsibilities for this position. Position requires regular use of phone to receive incoming calls from existing and prospective clients as well as Centers of Influence.