

Legal Administrator

Position at Rembolt Ludtke

Rembolt Ludtke LLP, a dynamic Lincoln, Nebraska law firm, seeks a Legal Administrator to direct and manage day-to-day operations. The Legal Administrator identifies and plans for the changing needs of the Firm, develops and implements office policies and procedures, and contributes to cost-effective management.

Areas of responsibility include:

- Human resources, including development and supervision of all non-attorney employees;
- Financial operations, planning, reporting, and controls;
- Systems and procedures development and compliance;
- Facilities and vendor management; and
- Community involvement and marketing.

The Administrator also contributes to strategic planning, tactical planning, and organizational development. The Administrator reports directly to the Firm's Managing Partner and Executive Committee.

The successful candidate must have the ability to work effectively with all levels of professional and support staff, vendors, and clients. He or she must have proven organizational, problem-solving, planning, and decision-making skills. The Legal Administrator must present himself or herself professionally and ethically.

The position requires a minimum of three years of supervisory and office management experience, and a Bachelor's Degree or higher with major course work in business administration, management, human resources, or finance. Experience in managing a law firm or similar professional environment is preferred.

We offer competitive salary and benefits commensurate with education and experience.



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Send a resumé and cover letter to:

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