

**Firm Administrator****Full Time Position**

**The Marks Law Firm, P.A. - Family Law & Divorce Attorneys  
Orlando, FL 32803**

**Job Description:**

The Firm Administrator is responsible for the business side of running the law firm. The Firm Administrator oversees the setup and maintenance of the client accounts, including billing, payments and collection of fees. The Firm Administrator works closely with the Firm's IT vendor to keep all computer equipment operational. The Firm Administrator is also responsible for all aspects of Human Resources and Building Maintenance. The Firm Administrator directly supervises the Administration team, as well as supervising the non-legal work for Paralegals and Legal Assistants. This position serves on the Leadership Team and works closely with the Owner/President and Director of Finance.

**Candidates may email resumes to [Jessenia@markslawfla.com](mailto:Jessenia@markslawfla.com)**

**Benefits:**

- Medical coverage
- Vision coverage
- Dental coverage
- Health savings account
- Retirement plan with matching contribution (Simple IRA)
- Professional development opportunities
- Mileage reimbursement
- Paid time off

**Areas of Responsibility:**

- Financial/Accounting
- IT/Phone/Equipment
- Building Maintenance
- Human Resources
- General Administrative

**Education and Experience:**

- Bachelor's degree and at least 3 years of Office Administration/Management
- Strong Accounting/Financial Skills
- Human Resource Experience – 1-3 years of experience with Payroll, Hiring, On-Boarding
- Relevant Computer Knowledge and experience – Proficiency with Microsoft Office required

**Key Competencies:**

- high integrity
- strict confidentiality
- strong attention to detail and accuracy
- planning and organizing
- excellent teamwork

- leadership skills
- strategic/critical thinking skills
- information monitoring
- strong communication skills
- ability to work well under high pressure situations

Mission Statement: It is our Mission: “To Honor God and Faithfully Represent our Clients with Great Leadership, Attitude, Excellence and Teamwork.”

Core Values:

- Integrity
- Heart for the Client – Going the Extra Mile
- Excellence in Work Product/Timely
- Great Teamwork
- Great Attitude
- Continuous Improvement/Growth
- Leadership Abilities
- Humility
- Creativity/Strategic Thinking
- Healthy Boundaries

About Us: Established in 1992 by founding partner Thomas D. Marks, The Marks Law Firm, P.A. – Family Law & Divorce Attorneys has earned a reputation throughout Orlando and Central Florida for excellence in Family Law practice. Our Family Law & Divorce Attorneys practice with integrity, service, and an unwavering commitment to providing individuals and families with the best in Central Florida Family Law and Divorce counsel. As an experienced boutique Family Law firm, we are able to combine outstanding legal skills and technical representation with a level of personal attention that isn’t available at most law firms. Our goal is to create an environment of teamwork, commitment, and open communication with every Client. Our Orlando Divorce lawyers provide services in the Central Florida area including Orange, Osceola, Seminole, Lake, Polk, and Brevard counties.

Ability to commute/relocate: Orlando, FL 32803: Reliably commute or planning to relocate to Central Florida before starting work (Required)

The Marks Law Firm, P.A. is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, national origin, gender, sexual orientation, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.