

Office Services Coordinator

Hawley Troxell is seeking a full-time Office Services Coordinator in our Boise office. This position provides back-up support for Office Services positions including reception, under limited supervision; code vendor invoices and processes for approval and payment; assist with facilities issues; order and manage office supplies; and assist with special projects as assigned.

Candidates should have a basic knowledge of copier operation procedures, preferably in a legal office. Must possess a valid driver's license, insurance, and a clean driving record. Must be able work accurately within specific deadlines, and under pressure, and lift up to 40 lbs. on a regular basis. Able to organize and prioritize a busy workload and multi-task is also required. This position includes competitive compensation and benefits.

All interested and qualified candidates must complete an application and submit a cover letter and resume through our website. EOE. Please visit <http://www.hawleytroxell.com/careers/application-form/>.