

CAIN HIBBARD
Cain Hibbard & Myers PC | Counselors at Law

Cain Hibbard & Myers, a fast-paced, dynamic law firm located in the Berkshires of Western MA, seeks smart, energetic and experienced firm administrator.

Reporting to the managing partner, and an integral part of overall firm management, the firm administrator is responsible for all financial and operational aspects of the firm. Responsibilities include: recruiting/orientation of new hires; hiring/supervision non-attorney personnel; human resources management; IT management (working with an outside vendor); multiple facility management; financial reporting and management; risk management, development/implementation of firm protocols/procedures, including financial controls, security, confidentiality and record management and retention. Responsibilities also include marketing, including development/management of firm print materials, advertising, and website, and participation in strategic planning.

Qualified applicants must have experience in human resources management and strong skills in technology, problem-solving, organization and communication. Five or more years of management experience preferred, with law firm or professional service office experience a plus. A Bachelor's degree in Business Administration, Human Resources Management, or equivalent combination of education and experience, required.

Qualified candidates should send, fax or email, in confidence, a cover letter and resume to:

Lucy Prashker, Managing Partner
Cain Hibbard & Myers PC
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Pittsfield, MA 01201
lprashker@cainhibbard.com

Meet us on our Web site at www.cainhibbard.com