

# SHARP LAW

## **Job Title: Operations Manager**

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Position Summary: [Sharp Law](#) is seeking an experienced Operations Manager who thrives in a dynamic, multifaceted role. The ideal candidate is resourceful, organized, trustworthy to handle confidential information with strong initiative and problem-solving skills. This position ensures smooth day-to-day law firm operations. Candidate must have a professional attitude, attention to detail, and excellent interpersonal communication skills.

### **Responsibilities**

#### **Financial and Administrative**

- Process invoices to our accountant and handle expense reimbursements
- Track and maintain attorney CLE requirements, bar admissions, and other compliance records
- Reconcile the firm's monthly credit card statements
- Answer and route phone calls professionally
- Assist Managing Partner with human resources responsibilities

#### **Facilities and Vendor Management**

- Coordinate facilities vendors
- Manage equipment and supplies inventories
- Manage IT vendors and serve as initial point of contact within the firm for technology-related issues
- Manage insurance policies, businesses licenses, facilities and equipment leases, and vendor services agreements

#### **Marketing**

- Maintain and enhance the firm's online presence
- Work with website developer to maintain the firm's website
- Coordinate award nominations and professional submissions for lawyer recognition

## **Events Firm Engagement**

- Plan culture-building events such as holiday parties, social events, and celebratory events as they arise
- Coordinate gifts to employees and corporate partners

## **Requirements**

- Minimum 5 years working in a professional environment
- Proficient with Microsoft Office software products including Word, Excel, and Outlook
- BS/BA from an accredited college or university is a plus
- Accounting experience is a plus
- Experience working in a law firm is a plus

Location: Prairie Village, KS

## **Position Type/Expected Hours of Work**

This is a full-time, in-person position. Days of work are Monday through Friday, 8:00 am to 5:00 pm., with one (1) hour for lunch.

## **Pay and Benefits:**

- The starting salary for this position is \$80,000.
- We offer comprehensive benefits packages, including health insurance, dental and vision insurance with 100% employer-paid premiums (employee and family), PTO, and 401(k) matching.

## **AAP/EEO Statement**

Sharp Law is an equal-opportunity employer. In accordance with anti-discrimination law, this policy's purpose is to effectuate these principles and mandates. Sharp Law prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Sharp Law conforms to the spirit as well as to the letter of all applicable laws and regulations.

## **Other Duties**

Please note this job description is not a comprehensive list of duties and responsibilities required for this position. Duties and responsibilities may change at any time with or without notice.

## **To Apply**

Please send cover letter and resume to: [sbrandli@midwest-law.com](mailto:sbrandli@midwest-law.com)