



## **OFFICE MANAGER**

Full-Time

The Bryan Law Firm, PC is a boutique law firm located in downtown Bozeman that delivers customized estate planning to families and business owners looking to put their affairs in order and guides families through wealth transition, probate, and trust administrations. The firm provides a broad range of services including simple wills and living trusts, sophisticated tax, asset protection, and business succession strategies, and probate and trust administration. We strive to deliver outstanding service that our clients expect and deserve.

### **Position Summary:**

Consistent with our commitment to excellent service, we seek a detail-oriented Office Manager who will play an essential role in maintaining a professional environment and facilitating the smooth operation of our office. The ideal candidate will possess a keen ability to oversee firm operations, communicate with clients, implement efficient work processes, ensure adherence to firm procedures, and contribute to a friendly and professional work environment.

### **Work Schedule:**

Full-time availability is desired, but we offer flexible scheduling to help harmonize work with personal commitments, including family time and school drop-off and pick-up schedules.

### **Qualifications:**

Prior experience in office management or related administrative leadership roles is desired but not required. A bachelor's or associate degree is preferred, but substantial experience will be considered in lieu of a degree.

High proficiency with computer systems, including Microsoft Office and Adobe Suite.

### **Duties and Responsibilities:**

The Office Manager is expected to:

- Supervise legal assistant staff, divide responsibilities to ensure smooth performance, ensure compliance with established firm processes, and identify areas for workflow enhancement.
- Support budgeting and bookkeeping procedures for the firm, coordinate invoicing, and work with the bookkeeper to ensure bills are timely paid and properly expensed.
- Manage office equipment, technology resources, and supplies, place orders as necessary, coordinate maintenance when necessary, and conduct periodic reviews of office supplies and resources, and recommend improvements.
- Maintain a clean, enjoyable, and positive work environment.
- Communicate with vendors and service providers as necessary to maintain workflow, monitor day-to-day facility operations, and identify procedures to increase firm efficiency.
- Oversee staff training and implementation of new software or processes.
- Communicate with clients via email, phone, and mail, to take messages, return messages, and schedule meetings as appropriate.
- Perform and coordinate other clerical and administrative receptionist duties such as mailing, filing court documents and deeds, and photocopying, as appropriate.

- Operate standard office equipment, including computers, printers, fax machines, and phones.

**Work Conditions:**

The firm's work week is generally Monday-Friday 8:00am to 5:00pm, with a one-hour scheduled lunch break from 12:00pm to 1:00pm.

**Physical Requirements:**

The role typically involves standard office activities, and physical requirements include the ability to lift 25 lbs. and walk up and down multiple flights of stairs.

**Compensation:**

The role offers an hourly wage starting at \$25 an hour but may adjust depending on experience. Additional benefits are comprehensive and include paid time off, paid holidays, retirement plan contributions, parking, and gym membership assistance.

**To Apply:**

Please no phone calls about the position until after submitting an application.

Please direct your application with your cover letter and resume as two separate PDF files via email to [blf@bryanlawpc.com](mailto:blf@bryanlawpc.com), with "Office Manager Position" as the subject line.