



Position: Firm Coordinator
Department: Administration
Reports to: Director of Human Capital and Resources
Status: Full-Time, Non-Exempt
Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m., 30-minute lunch
Location: Various, Hybrid, 4 days in-office per week

GENERAL SUMMARY

The Firm Coordinator provides administrative, operational and project support within RCCB. The role is responsible for maintaining a professional and efficient office environment, supporting the administrative directors of the firm, and ensuring seamless day-to-day operations so each RCCB office runs efficiently. The ideal candidate is someone with exceptional organizational and communication skills, keen attention to detail, and a positive attitude. This position will rotate reporting out of the Philadelphia and Conshohocken offices. In addition, RCCB has offices in New York, and Nashville. Light travel required.

ESSENTIAL JOB DUTIES

- Provide administrative support to the CFO/Director of Operations, Director of Human Capital and Resources, Director of Marketing, and Director of Business Development, including assistance with scheduling, planning and execution of office and operations, HR, recruiting, business development and marketing-related projects as needed to support the broader Firm goals.
- Coordinate with the CFO/Director of Operations on the firm's record management, including managing local file storage and destruction and coordinating the closing of appropriate client files.
- Collaborate with Director of Marketing and Director of Business Development to assist with marketing and business development administrative tasks and efforts.
- Support the Director of Human Capital and Resources by coordinating, scheduling and confirming interviews (phone, video, in-person).
- Work collaboratively with the firm's Director of Marketing to select, order, and prepare recruiting materials.
- Order gifts for delivery to employees for various life events.
- Event coordination and support for in-office and external firmwide, firm-sponsored events.
- Manage office CLE, BNA, PACER, Westlaw, and other attorney certification databases.
- Monitor office maintenance, supply levels, and overall office organization to ensure smooth daily operations.



- Provide backup coverage for Philadelphia and Conshohocken front desk coordinators.
- Ad hoc duties and projects, as assigned.

QUALIFICATIONS

- Associate's degree or equivalent
- Strong computer and technical skills; proficient in MS Office Suite/Office 365.
- Prior experience with administrative assistance or office administration in legal or other professional service organizations highly preferred.
- Ability to identify and analyze operational issues and problems and recommend and implement solutions.
- Willingness to adapt to new tasks and responsibilities.
- Well organized and able to work in a team environment.
- Superior written and verbal communication skills.
- Excellent people and customer services skills.
- Detail oriented and professional.
- Strong organization and prioritization skills.
- Ability to maintain confidentiality.
- Ability to work overtime as required for event support (possibly evenings, weekends, and holidays)

RCCB is an equal opportunity employer committed to fostering workplace diversity. The firm encourages applications from a diverse pool of candidates, and does not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, veteran status, or any other federal or state protected classification.