

Sr HR Administrative Assistant Culp Elliott & Carpenter, PLLC

We are a mid-size tax, real estate and trusts and estates boutique law firm in the SouthPark area searching for a seasoned senior administrative assistant to support the firm's human resources, tax, and firm management teams. The focus of our Firm is to provide innovative and effective tax, legal and financial representation in the areas of tax planning, estate planning, real estate, commercial transactions, mergers and acquisitions and tax audits and controversy.

The primary responsibility of this position is to support the Human Resources and Firm Management team. During tax season (March-April and September-October), the Senior Administrative Assistant will be assisting the Tax team with assembling, scanning, filing, and tracking tax related documents.

DUTIES AND RESPONSIBILITIES

- Provide support to the firm's recruiting function, including for law school recruiting events and interview schedules
- Coordinate training logistics for attorneys, tax consultants and staff
- Assist with new hire onboarding and orientation
- Assist with Benefits enrollment including form distribution via DocuSign
- Provide administrative support to the Tax team during yearly tax seasons
- Process tax information for the Tax team during the yearly tax seasons
- Create and publish the Firm newsletter
- Provide additional support as needed to the Human Resources, Firm Management and Tax teams

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Highly trustworthy and careful with confidential and sensitive information
- Strong interpersonal and communication skills
- Highly organized with a strong attention to detail
- Experience in day-to-day office operations
- Strong MS Word, Excel and Power Point skills
- Working knowledge of DocuSign
- Knowledge of core areas of HR preferred, but not required

We offer a competitive compensation and benefits package commensurate with experience.