



BENZO LAW

Relentless Advocates for Injured Workers

CLIENT RELATIONS MANAGER

Benzo Law LLC, a fast-paced, workers' compensation litigation firm, seeks a full-time Client Relations Manager with executive assistant skills and legal experience to join our team. Candidate must be able to work Monday-Friday. The ideal candidate has general knowledge of the policies, practices, and procedures of the State Board of Workers' Compensation and ICMS filings (preferably on the plaintiff's/claimant's side).

The ideal candidate also has:

- Ability to multi-task and to prioritize
- Pays high attention to detail
- Is a self-starter
- Has a pleasant and compassionate personality
- Ability to follow-through
- Excellent communication (written/verbal) and strong organizational skills

Ideal candidates possess the following qualifications:

- Post-secondary education; college degree preferred
- Experience in the legal industry preferred, but not required
- Efficient computer literacy is a must. Experience with Microsoft Office, specifically Word, Excel and Outlook. (MAC computer experience a plus.)
- Excellent administrative skills
- Organized, self-motivated with the ability to work independently
- Able to work in a team environment
- Able to multi-task and handle tasks efficiently and tactfully with clients,

attorneys, vendors and all team members

Duties and responsibilities include:

- Assisting all new clients
- Preparing new case intake forms
- Preparing initial court filings
- Preparing initial client packets and correspondence
- Interviewing clients; verifying information
- Entering client information into daylight case management system
- Setting up appointments on calendars
- Interacting with staff and attorneys
- Various office tasks, including: answering and returning calls
- Willingness to assist others at all times
- Executive Assistant responsibilities and duties

Benzo Law offers a competitive salary, benefits package, paid holidays and parking. This position offers valuable exposure to depositions, mediations and trials, as well as training and support.

We are searching for a long-term member to join our team. The ideal candidate will be personable and pleasant, able to take direction well. Only serious and qualified candidates need to apply. This is not a part-time position or seasonal job.

Submit cover letter, resume, and salary requirements in PDF format to info@benzolaw.com or via fax to 404-480-7777. No phone calls please. Include a LinkedIn account if you have one. Resumes submitted without salary requirements will not be considered.

DISCLAIMER

Benzo Law provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, gender identity/expression or veteran status.