

Law Firm Administrator

Peebles Bergin is seeking an experienced Law Firm Administrator to lead the day-to-day operations of a growing, six-office law firm specializing in tribal law. This is a senior leadership role that partners closely with the Managing Partner and Equity Partners to support the firm's operational, financial, and strategic success. The ideal candidate is a practical, solutions-oriented leader who can operate at both a strategic and operational level. Someone who is comfortable working closely with firm leadership, handling sensitive matters, and ensuring the business side of the firm runs smoothly and effectively.

Key Responsibilities

- Lead administrative operations across six offices, ensuring consistency and efficiency
- Oversee all HR functions, including recruiting, employee relations, performance management, and compliance with multi-state employment laws
- Manage payroll, employee benefits, and serve as plan administrator for the firm's 401(k)
- Develop and manage the firm's budget; oversee billing and collections
- Prepare and analyze reports on revenue, profitability, and operational performance
- Manage vendor relationships, including IT, benefits, and facilities providers
- Oversee firm technology and systems
- Ensure compliance with legal, regulatory, and insurance requirements; work with brokers on coverage and risk management
- Support marketing and business development initiatives
- Partner with firm leadership on strategic planning and operational improvements

Qualifications

- 7+ years of law firm or professional services management experience
- Strong background in HR, financial management, and operations
- Experience with budgeting, reporting, and billing/collections oversight
- High level of discretion, judgment, and professionalism

Preferred:

- Prior experience in a multi-office law firm
- CLM® or similar certification
- Experience with legal technology and AI tools

Salary Range: \$110,000-140,000

Benefits: Peebles Bergin offers a robust benefits package including medical, dental, vision, LTD, and term life insurance. Participation in the firm's profit-sharing 401k is available with employer matching.

Please provide resume, references, and salary requirement to Patrick R. Bergin, Managing Partner pbergin@ndnlaw.com