

Law Firm Administrator – Sacramento, California

Van Dermeyden Makus Law Corporation is seeking an experienced, strategic, and collaborative Law Firm Administrator to provide operational leadership across the Firm's human resources, information technology, marketing, and office services functions. This role partners closely with Firm leadership to ensure efficient operations, support firm growth, and maintain a collaborative, high-performing workplace. The Law Firm Administrator manages a team of administrative professionals and develops systems and processes that enable attorneys and staff to deliver exceptional client service.

This is a full-time, hybrid, exempt position based in Sacramento, California. Standard business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with 2–3 in-office days per week. Relocation assistance may be available for highly qualified candidates relocating to the Sacramento area.

For more information on our unique practice and team, please visit www.vmlawcorp.com.

KEY RESPONSIBILITIES

- Provide operational leadership across Human Resources, IT, Marketing, and Office Services
- Supervise and develop administrative team members and department leaders
- Partner with Firm leadership on strategic initiatives and organizational planning
- Ensure efficient day-to-day Firm operations and strong internal service delivery
- Oversee Firm policies and HR programs, including recruitment, performance management, and employee relations
- Collaborate with Finance leadership on budgeting, compensation, and operational planning
- Manage vendor relationships and operational resources
- Support implementation of technology and process improvements
- Foster a collaborative and solution-oriented firm culture

QUALIFICATIONS

Required:

- At least 7+ years of leadership experience in a law firm or professional services environment
- Demonstrated success managing multiple operational functions such as HR, IT, marketing, or office services
- Strong HR management experience including employee relations and performance management
- Proven leadership and team development skills
- Excellent judgment with sensitive and confidential matters

- Strong organizational and time management skills in a fast-paced environment
- Excellent written and verbal communication skills

Preferred:

- Experience in organizations with 40–75 employees
- SHRM-CP, SHRM-SCP, or PHR certification
- Bachelor's degree in business administration or comparable experience

COMPENSATION AND BENEFITS

The salary range for this position is \$120,000 – \$150,000 annually, depending on experience and qualifications. This range represents the Firm's good faith estimate of the compensation for this role at the time of posting. Final compensation will be determined based on relevant experience, skills, and internal equity considerations. The position may also be eligible for performance-based bonus consideration.

The Firm offers a comprehensive benefits package including:

- Medical, dental, and vision coverage
- 401(k) with employer contribution
- Paid Winter Break in addition to PTO
- Paid holidays
- Professional development support

A background check is required for employment.

TO APPLY

Please submit a cover letter and resumé to:

Marissa Crespillo, Sr. HR Generalist
Van Dermyden Makus Law Corporation
2520 Venture Oaks Way, Suite 450
Sacramento, CA 95833
recruiting@vmlawcorp.com

Van Dermyden Makus Law Corporation is an Equal Opportunity Employer. We are dedicated to building a culturally diverse and pluralistic staff committed to working in a multicultural environment.