

Office & Client Services Assistant

Operations Department

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Qualifications:

- Excellent communication, organizational, and interpersonal skills.
- Minimum of two to three years of office services and/or reception experience strongly preferred.
- The ability to learn & utilize Event Management Systems (EMS) software.
- Strong customer service skills and an understanding of the importance of developing effective working relationships with others.
- Familiarity with remote connection platforms such as Zoom or Microsoft Teams preferred.

Duties and Responsibilities:

- General Client Services & Office Services support.
 - Maintain conference rooms, catering pantries and office break areas, including event setup and breakdown, and supplies restocking.
 - Maintain Visitor Offices in a clean, orderly and ready state.
 - Provide reception coverage two or more hours each day.
 - Answer, screen, direct and place telephone calls and direct lawyers, clients, staff and visitors to appropriate destinations.
 - Ensure all aspects of conference room reservations are completed with relevant, accurate information to facilitate successful meetings and adjust as necessary to accommodate current and last minute changes.
 - Become accustomed to the capability of each conference room, including seating capacity, AV equipment, etc., to ensure appropriate room reservation for meeting requirements.
 - Perform scan, copy, print, mail and other administrative tasks.
 - Receive, sort and distribute mail and deliveries; circulate routings.
 - Adhere to timely and regular attendance; flexible to planned (and sometimes unplanned) overtime.
 - Perform other duties as assigned.
 - Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Non-Exempt

Reports To: Client Services & Facilities
Manager

Hours: 10:00 am - 7:30 pm

Salary: \$59,000 - \$76,000

Workplace Type: Onsite

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.