

Executive Assistant / Office Administrator – Madanipour Law Group

Position Summary:

Madanipour Law Group is a top-rated Orange County, California family law firm that helps exceptional clients through challenging times. We have been serving Orange County and adjacent communities since 2014 and specialize in high-asset divorce, spousal support, child support, prenuptial agreements, child custody and mediation and have litigated and negotiated 100s of cases to date. Check us out at: www.madanipourlawgroup.com.

As our client load continues to increase, we're looking to bring on a high caliber Executive Assistant / Office Administrator on a part-time basis to help our Founder / CEO rationalize her workload and help service MLG's growing roster of clients. We offer a competitive compensation package, a remote / hybrid work opportunity and ability to scale working hours as performance and workload dictates. If you love working in a fast-paced environment, helping people and have exceptional organization and communication skills, we would love to talk to you about joining our team!

Job Responsibilities:

- Ownership and management multiple busy calendars
- Coordinating and scheduling client teleconferences and in-person meetings
- Overseeing invoicing and collections
- Handling inbound phone calls
- Typing and proofreading legal documents
- Direct correspondence with clients and courts both via phone and email
- Performs other duties as assigned by Management

Knowledge, Skills & Abilities:

- Possess excellent organizational and filing skills, as well as the ability to schedule appointments and draft general correspondence
- Independent, fast learner, with a keen eye for detail and ability to juggle multiple tasks and multiple clients at once

Required Qualifications:

- Proficient in Microsoft Office Suite (Word, Excel, Teams)
- Proficient in Google Workspace and related apps (Gmail, Google Calendar, Collaboration tools)
- Background as Executive Assistant / Office Administrator in the legal or related field

Preferred Qualifications:

- Prior experience in a fast-paced legal environment with proven and demonstrated ability to impact positive operational efficiency
- Experience with MyCase or similar legal focused software
- Native Farsi speaker (both written and verbal)

Classification, Hours & Compensation:

- This position is being offered as a part-time, hourly position and classified as W-2 with all State / Federal withholdings deducted in accordance with applicable local and Federal laws
- Part-time hours would include 20 hours per week initially with an ability to increase overall hours and hourly rate as individual performance and workload affords the opportunity
- Hourly rate is negotiable based on prior experience and proven track record of success

Notice: *The above statements are intended to describe the general nature of the environment and level of work being performed by this job. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. This job description supersedes prior job descriptions. When duties and responsibilities change and develop, the job description will be reviewed and is subject to changes of business necessity. Madanipour Law Group is an Equal Opportunity and Affirmative Action employer, and we consider qualified applicants without regard to race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, veteran status or any other protected factor under federal, state or local law. Applicants must be currently authorized to work in the United States.*

If interested, please contact Parvin Nabavi at 310-467-2949 for an initial phone interview.