



### **Office Service Clerk – Chicago, IL**

Riley Safer Holmes & Cancila LLP (RSHC) is a diverse, service-oriented and technologically sophisticated firm that is committed to providing legal and client service at the highest levels. We have a national litigation practice. We currently have more than 50 lawyers in offices in Chicago, San Francisco and New York. Founded March 1, 2016, our partnership features leaders in many fields of litigation including class actions, white collar, product liability, intellectual property and general litigation.

The Office Service Clerk role is responsible for actively staying in tune with the needs of the office. This role will need to be agile and switch between tasks when a request arrives. Candidates should have a strong work ethic with a track record for attention to detail and managing priorities and deadlines.

The position is full-time, 9:30 – 5:30.

#### Job Duties:

- Distribution of daily mail.
- Stock, organize, and maintain the supply rooms and pantry.
- Inventory of supplies and paper.
- Distribute cases of paper, as needed.
- Clean and organize the kitchens and galleys.
- Maintain firm supply's in ladies restrooms.
- Add postage to machine, as needed.
- Replenish silverware, coffee, tea, sugar, etc. in all kitchens.
- Cover reception desk daily for breaks and lunches.
- Internal event set-up and break-down.
- Office furniture assembly and removal.
- Office set-up for new hires.
- Miscellaneous external office runs.
- Perform other duties as requested.

#### Qualifications:

- Minimum of two years working in a related field.
- Ability to lift 50 pounds unassisted is required.
- Ability to work independently and use own judgment to coordinate the needs of the office; flexibility and a “team player” sensibility essential.
- Attention to detail and multi-tasking is a must.
- Initiative, timely follow-through and generative problem-solving; ability to adapt to changing priorities under time constraints.
- Superior relationship building and interpersonal skills that allow the individual to function in a variety of settings.



This position requires pre-employment screenings which include a criminal background check  
and reference check.

RSHC offers a comprehensive benefit package which includes medical, dental, vision, life  
insurance, short-term and long-term disability and 401k.

RSHC is proud to be an Equal Employment Opportunity Employer.