



Director of Operations and Finance

Norvell IP llc - Northfield, IL

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Norvell IP llc, a Chicago area trademark and copyright law firm that represents many of the world's most recognized brands in the fashion apparel, travel, financial, technology and entertainment industries, is seeking a new full-time and experienced Director of Operations & Finance to join its growing and dynamic team. We seek a candidate with solid written and oral communication skills, with independent judgment and strong organizational skills, to plan and prioritize multiple projects and deadlines in a fast-paced entrepreneurial environment.

Primary duties include:

- Human Resources: Providing human resources services, including recruiting, new hire orientation, maintenance of personnel files, policy implementation, and management of benefits.
- Marketing & Business Development: Support attorneys with marketing and business development strategies, oversee website and social media accounts, develop and implement marketing and public relation plans, and conduct event planning.
- Operations & IT: Manage and oversee firm operations, such as IT, computer and phone systems, agreement negotiations, and physical space and admin support.
- Accounting: Manage accounts receivables, collections, and payroll, prepare monthly financial statements, and develop and manage budgets.
- Provide administrative support as needed.

Ideal candidates possess:

- Thoroughness and attention to detail and accuracy. Must be highly organized, able to work independently, and able to handle multiple projects at once.
- Proficiency in QuickBooks, Microsoft Outlook, Word and Excel, and Adobe Acrobat. Must be comfortable working in a cloud-based environment.
- Bachelor's Degree required, 3 to 5 years of experience in all facets of law office management preferred; intellectual property experience a plus.
- Well developed and professional interpersonal skills and a positive, high-energy attitude.

The competitive salary is commensurate with experience and performance. In addition, Norvell IP provides medical and dental coverage, life insurance, short-term and long-term disability and a 401k plan to full-time employees. Norvell IP currently has offices in downtown Chicago and the North/Northwest Chicago suburbs; this position is open for either location. Occasional travel between offices may be required.

Please submit your cover letter and resume via e-mail. No phone calls please.

Job Type: Full-time

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