



### **Law Firm Administrator**

The Rajkowski Hansmeier law firm, a 15 lawyer law firm in St. Cloud, is looking for an Administrator. The qualified candidate will be able to identify and analyze complex issues and problems in the management of legal and administrative support staff, manage office functions economically and efficiently, prepare and manage budget issues, oversee marketing, establish priorities and maintain good interpersonal relations and communications with lawyers and support staff. The qualified candidate will also display excellent supervisory and leadership skills. Must have at least 3 years of office management experience in a legal environment or similar office situation. Graduation from a recognized college or university with major course work in management, human resources, technology or comparable work experience preferred. We offer a competitive salary and benefits package along with a pleasant mid-sized city working environment. Send resume to:

Managing Partner  
Rajkowski Hansmeier Ltd.  
11 Seventh Avenue North  
St. Cloud, MN 56302  
320-251-1055  
prajkowski@rajhan.com  
EOE