



**Job Title:** Practice Coordinator  
**Practice Group:** Corporate/Ibero-America Private Client/Digital Commerce Practice Group  
**Location:** New York  
**Status:** Non-Exempt

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**Position Overview:**

The Practice Coordinator for the Corporate/Ibero-America Private Client/Digital Commerce Practice Groups based in the New York office provides a high-level of administrative support to the Practice Group Leader and key billing attorneys in a fast-paced, team-oriented environment, with extensive knowledge of practice group processes and goals.

**Critical Success Factors:**

- Extensive knowledge of client base, scope of matters, resources required.
- Work closely with the Firm's Information Technology and Accounting departments and vendors on project management as well as staying current on software solutions.
- Ability to develop relationships with decisions makers at the client level, resulting in revenue enhancement for the Firm.
- Flexibility and willingness to follow up and follow through on requests outside the regular work day.

**Responsibilities:**

- Assists with ongoing client development efforts and initiatives, including creation of engagement letters, client pitches and presentations.
- Assists attorneys with issues relating to client billings, invoices, and collections.
- Coordinates, assists in planning, and provides follow-up support to client initiatives.
- Assists billing attorneys with the management of deadlines.
- Assists in maintaining inventory of new matters, current workload, and staffing assignments.
- Works with Library staff to maintain the "Watch" database for existing clients and counterparties.
- Acts as liaison between clients and attorneys – managing client expectations in both billable and non-billable client requests.
- Assists with creating and maintaining practice group budget.
- Assists with pro-bono projects.
- Acts as a marketing, business development and operational resource.
- Coordinates travel arrangements and keeps track of expenses for reimbursement and client billing.

**Knowledge, Skills and Abilities:**

- Demonstrated ability to coordinate detailed and complex projects.
- Demonstrated ability to work effectively with others in a cooperative manner to accomplish position functions and participate in team efforts.
- Demonstrated ability to organize and prioritize work in a dynamic and complex environment to meet deadlines and daily requirements.
- Demonstrated ability to communicate confidently, clearly and effectively, both orally and in writing with clients and all levels of personnel.
- Strong analytical and problem-solving skills.
- Ability to provide quality client service to both internal and external contacts, regarding non-legal matters of a routine nature.
- Fluent in Spanish – both verbal and written.
- Proficient in Office 2010.

***Brown Rudnick is an Equal Opportunity Employer***