



**Job Title:** Office Services Clerk  
**Department:** Administration, Facilities and Operations  
**Office:** Hartford  
**Status:** Non-exempt

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**Position overview:**

The Office Services Clerk will perform a variety of support services for administrative, legal and executive staff. Responsibilities will include sorting and delivering of mail, maintaining equipment and office supplies and other essential day-to-day services.

**Responsibilities:**

- Timely transmission, delivery and receipt of information such as mail, supplies and equipment
- Operate and coordinate various mail, fax and photocopy equipment; ship and receive applications and assist with various printing requests
- Serve as liaison with service vendors and office maintenance management
- Respond to service calls from attorneys/staff regarding maintenance and cleaning problems; contact service vendors
- Provide on the ground support to the Records Department with retrieval and pick up of files
- Order supplies to included, but not limited to, coffee, office supplies, water, etc.
- Set up, maintain and clean conference rooms and other public areas
- Assist with conference room, office and furniture setups and delivery
- Assist with special projects as requested
- Move office furniture and files as needed
- Log postage into Billback

**Qualifications:**

- High School Diploma or equivalent
- Ability to multi-task
- Excellent customer services skills
- Positive, pro-active attitude

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