SUPERVISOR, PRACTICE GROUP ADMINISTRATION
JOB DESCRIPTION

DEPARTMENT: Human Resources
STATUS: Non-Exempt

SUMMARY
The Supervisor, Practice Group Administration will supervise the Coordinator, Practice Group Administration and the Practice Group Administration Assistant. The Supervisor will provide additional support to the Partner in charge of Practice Group Administration, Practice Area Leaders (PALs), and the Human Resources Manager.

JOB DESCRIPTION

ESSENTIAL DUTIES & RESPONSIBILITIES

• Draft associate, attorney and specialist annual review summaries in conjunction with the Coordinator, Practice Group Administration during annual review cycles.

• Work closely with Financial Analysts and IT department regarding necessary data for annual review processes; specify requirements for changes to the PAL’s monthly billable hours reports and the practice area pages on HL Global.

• Assist with the annual associate compensation process, as needed.

• Ensure practice group assignments are entered on the Firm’s intranet in a timely fashion by various support staff and assist where needed; supervise the maintenance of e-mail distribution lists by practice group and send e-mails as needed.

• Be familiar with Model Employment Letters site on the Firm’s intranet.

• Troubleshoot viEval software issues.

• Responsible for the daily operations of the practice group administration staff and provide required support in staff’s absence.

• Assign special projects to staff as appropriate; other duties as assigned.

SUPERVISORY RESPONSIBILITIES

• Supervise the Coordinator, Practice Group Administration and the Practice Group Administration Assistant.
QUALIFICATIONS

EDUCATION, CERTIFICATIONS AND/OR EXPERIENCE

MINIMUM QUALIFICATIONS

One year supervisory experience highly desirable.
Excellent judgment.
Excellent written and oral communication skills required.
Strong Microsoft Word and Excel skills.
Ability to maintain confidentiality.

PREFERRED QUALIFICATIONS

B.A./B.S. in English or related field preferred.
Law firm experience preferred.
Experience in Human Resources desirable.

PHYSICAL DEMANDS

Must be able to lift twenty pounds.

HOURS

Core hours are Monday through Friday, 9:00 a.m. – 5:30 p.m., with flexibility to work overtime on evenings, weekends, and holidays. Must coordinate and schedule all leave requests with Manager to ensure department coverage.

This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined.

Hogan Lovells is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, marital status, genetic information, protected veteran status, or other factors protected by law.