

Operations Assistant

For consideration, please send resume and cover letter to HR-resumes@kasowitz.com.

JOB SUMMARY

The Operations Assistant will be responsible for performing the job functions listed below.

Copy Center

- Digital print production experience.
- Complete multiple projects at one time.
- Operate production printers and copiers: configure settings, manage job queues and select output formats.
- Process and manipulate electronic files.
- Hyperlinks, add & delete bookmarks experience.
- Print hard copy paper documents from electronic files.
- Scan paper documents into electronic files.
- Create fully customizable tabs.
- Create labels to title various folders or redwelds.
- Create miniature versions of standard size books or documents.
- Number physical documents or electronic files.
- Produce job proofs for customer review and approval.
- Convert and batch print documents such as PDF, Word, and Excel files.
- Knowledge of relativity media, printing from FTP/drop box, or zip and pdf files from Nuance, preferred. Processing files from a fiery command workstation.
- Monitor printed product to maintain quality standards.
- Complete binding requirements from hardcopy productions (i.e. Velo, Spiral, Wire, Acco and 3-ring).
- Advanced troubleshooting and problem solving skills.
- Perform daily quality checks on equipment, calibrate and maintain image quality.
- Participate in cross-training and perform other duties as needed.
- Knowledge of Canon multifunctional devices, Copittrak chargeback system and various types of binding equipment required.

Mail Room

- Process, sort and deliver all incoming and outgoing mail according to Firm's procedures, goals, and deadlines.
- Accept, calculate and apply postage for domestic, international, and special mail services.
- Process all incoming and outgoing FedEx, DHL, and UPS shipments using Pitney Bowes Send Suite Live application. Tracking of shipments as necessary.
- Online ordering of mail service and office supplies via a third party provider.

- Work in coordination with department staff on all incoming and outgoing messenger requests.
- Deliver supplies, large parcels, publications, etc. to offices.
- Knowledge of Pitney Bowes Mailing Systems and basic website use including FedEx, Messenger, as well as other couriers.

Facilities

- Clean pantries and lunch room each morning and throughout the day to ensure they are stocked with supplies (coffee, tea, paper and plastic goods, etc.)
- Check conference rooms each morning and throughout the day and prepare them for daily activity.
- Perform hourly walk-through of all bathrooms to check for cleaning needs.
- Perform daily and periodic walk-through of the entire office space to check for cleaning needs.
- Complete recycle pickups daily.
- Complete all beverage and food set-ups for meetings and clean-ups afterwards.
- Respond to emergency calls throughout the day as needed.
- Responsible for moves and builds of office furniture as required.
- Some knowledge of hanging art and light handyman work, etc.

Requirements

- The candidate should have a minimum of 5 years of work history in support services/reprographics/digital print production.
- Maintain the highest levels of customer care while demonstrating a friendly and cooperative attitude.
- Ability to communicate effectively with other employees of the organization.
- Additional duties and responsibilities may be added at the discretion of the Facilities Manager.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

The Firm offers a competitive salary and comprehensive benefits package.

Kasowitz Benson Torres LLP is an equal opportunity employer. All applicants will be considered without regard to race, creed, color, religion, sex, age, national origin, citizenship status or alienage, disability, pregnancy or related medical issue, military or qualified veteran status, familial status, marital status, partnership status, sexual orientation, gender, including gender identity, gender expression or transition status, genetic predisposition or carrier status, status as a victim of domestic violence, stalking and/or sex offenses or any other basis protected



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