



We're seeking an experienced **Office Administrator** to play a key role in our growing law firm. This is a **full-time, in-office position** ideal for someone who thrives on organization, professionalism, and delivering a luxury, white-glove client experience.

This role will **grow alongside the firm**, with the opportunity to transition into and help shape operations at our **new location currently being built in the downtown Middleton area** (<https://mymiddleton.com/>).

**What You'll Do:**

- Curate and oversee a refined, high-touch client experience
- Handle internal bookkeeping and financial tracking using **QuickBooks**
- Manage day-to-day office operations, including supplies and vendor coordination
- Foster a positive, professional office culture
- Build and maintain strong relationships with referral partners
- Support client development and ensure consistent client engagement

**What We're Looking For:**

- Strong QuickBooks experience
- Office management, operations, or leadership background
- Polished communication skills and professional presentation
- Proactive, detail-oriented mindset with ownership mentality

**Why Join SUV Law?**

- Competitive compensation, based on experience and long-term potential
- **The Villages Charter School Eligible position** (a major benefit in our area)
- Opportunity to grow into a key role at our **new downtown Middleton office**
- Professional, supportive environment with room to make a real impact

Interested candidates are encouraged to email their resumes to [admin@suvlaw.com](mailto:admin@suvlaw.com).