

STEARNS WEAVER MILLER

Data and File Maintenance Coordinator

Stearns Weaver Miller, a full-service commercial law firm with five offices across Florida, is currently seeking a reliable and detail-oriented **Data and File Maintenance Coordinator**.

This is an excellent opportunity for someone at the beginning of their career who is eager to gain hands-on experience in a law firm environment. This role offers exposure to the inner workings of our Ad Valorem Tax department **and** provides a solid foundation in legal administrative support within a professional, team-oriented setting. This is a full-time, on-site position supporting multiple attorneys and staff members in our Ad Valorem Tax group. The coordinator will assist in a variety of administrative and data management tasks, including but not limited to the responsibilities outlined below.

Responsibilities

This entry-level role is ideal for someone organized, accurate, and eager to learn.

- Enter and update data accurately into the internal Ad Valorem database (VAMS)
- Organize, update, and maintain paper and electronic client files
- Scan physical documents and accurately index them in the digital filing system
- Respond to document or data retrieval requests from attorneys and other staff in a timely and efficient manner
- Assist with general administrative tasks as needed
- Assist attorneys and Real Estate Analysts to prepare packages for hearings
- Handle sensitive documents and data with discretion and in compliance with confidentiality policies

Qualifications

- Highschool diploma or equivalent required
- Strong attention to detail, organizational skills, and accuracy
- Ability to work independently and take initiative in a support role
- Must have a strong working knowledge of Microsoft Office products (Excel, Word, etc.) and advanced computer proficiency
- Ability to work on-site, 37.5 hours per week
- Ability to work overtime and weekends if needed
- Ability to work in a fast-paced team environment while maintaining a professional demeanor
- Previous experience working in a law office or with legal documentation is preferred
- Ability to prioritize and manage multiple tasks efficiently
- Willingness to take on new tasks

To apply, please email your resume and a brief cover letter to legalrecruiting@stearnsweaver.com indicating the title and office of the position in the subject

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