



Director of Office Administration – Minneapolis

Ballard Spahr, a national law firm with more than 1000 lawyers and staff is seeking an experienced professional to manage the operations of its newest offices located in Minneapolis and Sioux Falls as a result of our merger with Lindquist & Vennum LLP on January 1. The Director of Office Administration reports to the Office Managing Partner and to the Chief of Real Estate and Office Operations. The Director of Office Administration will manage the support staff, office services, and facilities and will develop and implement key firm and office initiatives. The chosen candidate will collaborate with a management team that includes the Directors of Office Administration of the firm's other offices and the chiefs of other administrative areas. The Director of Administration interacts with lawyers and other professionals on a daily basis.

Qualified candidates will have strong leadership, organizational, client service, and oral and written communication skills. He or she must have experience with facilities management, budget planning and control, project management, and personnel management and development. A bachelor's degree and prior experience in a law firm or other professional services environment is required.

Ballard Spahr is not accepting resumes from search firms for this position.

Ballard Spahr offers excellent compensation, a comprehensive benefits package, and a generous paid time off program. For immediate consideration, please visit <http://www.ballardspahr.com/Careers.aspx> and apply online.

Ballard Spahr is an equal opportunity employer committed to fostering a culturally diverse environment. The firm encourages applications from a diverse pool of candidates, and all qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, age, national origin, handicap or disability, citizenship, sex, pregnancy, childbirth or related medical condition, sexual orientation, gender identity and expression, transgender status, sex stereotyping, genetic information, ancestry, veteran status or any other category protected by applicable law.