

Intern

Job Description Form

Intern	
Job Title: Operations & Employee Engagement Intern	Date: 3/9/2024
Department: Administration	
Supervisor Name and Title: Jessie Mullins, Director of Operations	

Company Overview

Powell & Edwards is a team of people committed to building and maintaining quality relationships to fulfill the dreams of people. The Firm is committed to growing its lawyers and staff personally and professionally, investing in them and training them to practice its core values and to own our mission.

P&E's stability is one of its major strengths. The Firm began operations in 1929 and has been a fixture in metro Atlanta since then.

P&E is a general civil practice Firm. It features a real estate and corporate transaction department, an estate and probate department, and a civil litigation department. Its lawyers take pride in the depth and breadth of connections the Firm has earned with its almost 100-year history of dedicated and excellent work.

The Firm entered a fast-growth phase in 2018. It tripled its number of lawyers in the last four years. This year, for the first time in P&E's long history, it is expanding geographically as well. The Firm has been headquartered in the City of Lawrenceville since it opened in 1929. This year, the Firm will establish new offices in Social Circle and Duluth.

The Firm aspires to continue its healthy growth phase, to build on its dynamic culture, and to improve its efficiency in accomplishing its mission.

Position Description

The Powell and Edwards team is looking for a vibrant, friendly, action-oriented intern to join our team. If you are a go-getter with a good sense of organization, cultivating community and can-do spirit, we want to hear from you!

This intern will support employee engagement, operations and marketing initiatives, serve as liaison between practice groups and clients and ultimately help the office run efficiently and smoothly. This is not a legal-based internship although you will be exposed to the workings of a law firm. Ultimately, this role is centered around business management and human resources.

Purpose and Objective

The overall purpose and objective of this position is to maintain and support the staff in order to free our legal team to give their best to all the Firm's clients. We desire for the intern to be motivating, encouraging and kind and to take care of our practice teams through our core values of excellence, loyalty, servanthood, hard work and integrity. The intern will have a lot of opportunity to establish and develop the internal organizational culture. Our best fit is someone with a lot of initiative, a creative, fun and inclusive spirit and strong interpersonal communication skills.

Major Responsibilities

Below is a list of the major responsibilities of this position and the estimate of the percentage of time spent on each responsibility:

<p>1. Administrative Daily Duties</p> <ul style="list-style-type: none">- Help to greet clients and vendors at the reception or on the phone with a warm welcome and a smile- Maintain the waiting room with stocked fridges and cleanliness- Unlock front door and turning on lights in the morning- Operate the iPad at the front desk to accept client payments.- Help to coordinate monthly staff luncheon-ordering and delivery timely for monthly staff meeting.- Maintain closed file storage and continue assisting with development and implementation of overall paperless filing system.- Scanning and filing legal documents- Keep stock of all supplies and reorder when necessary- Support legal work when necessary	50%
<p>2. Human Resource Duties</p> <ul style="list-style-type: none">- Research, create presentations, and deliver "Lunch and Learn" curriculum- Create internal and external surveys pertaining to experience and internal systems- Plan and execute internal events- Communicate with clients on behalf of lawyers and their support staff to confirm appointments, onboard new clients and return requests	30%
<p>3. Project Management & Marketing</p> <ul style="list-style-type: none">- Organize daily office spaces for all staff including the bullpen surfaces and breakroom- Create and manage online presence plan including the website, blog, and LinkedIn	15%

- Collaborate with partners, associates, and support staff to create superior customer service for our clients	
4. Partner Support	
- Create trusted relationships and rapport with each partner group - Attend luncheons, meetings and special events on behalf of the Firm when needed	5%