



JOB DESCRIPTION

Title: Executive Operational Coordinator

Status: Full-time; Hybrid - On-site / In-office Position
FLSA – Non-Exempt

Description

Leason Ellis LLP is seeking a sophisticated, proactive, and exceptionally organized professional to serve as Executive Operations Manager supporting firm leadership.

This is a high-trust, high-impact role ideal for someone who thrives in a fast-paced professional services environment, exercises exceptional judgment, anticipates needs before they arise, and operates with discretion, polish, and efficiency.

The successful candidate will interact directly with clients, manage sensitive financial and strategic information, and serve as a central operational partner to firm leadership.

This role combines executive-level operational partnership with hands-on administrative execution; no task is too small if it supports the firm.

The ideal candidate is:

- Discreet and trustworthy, with sound judgment in handling sensitive financial and client information
- Service-oriented and genuinely helpful, with a “no task too small” mindset
- Highly organized and detail-driven, taking pride in getting the fundamentals exactly right
- Proactive and anticipatory — able to identify needs and solve problems before they escalate
- Calm, steady, and professional under pressure
- Polished and client-ready, with strong instincts for tone and presentation
- Technically confident and comfortable learning and optimizing new systems
- Flexible and adaptable, willing to shift between strategic support and hands-on administrative work as needed



Duties and Responsibilities:

- Provide high-level, confidential executive support to firm leadership including Executive Committee and Director
- Manage complex calendars, scheduling, and proactive follow-up on outstanding items
- Coordinate domestic and international travel, including detailed itineraries and client-facing reservations
- Arrange client meetings, dinners, and hospitality with professionalism and sound judgment
- Prepare and send engagement letters, executive correspondence, and presentation materials
- Assist with confidential financial spreadsheets, billing coordination, and expense reporting
- Maintain meticulous electronic filing systems, including document and email management in accordance with firm protocols
- Handle core administrative tasks — document organization, deadline tracking, data entry — with precision and consistency
- Collaborate regularly with the firm's Marketing Coordinator, billing specialists, and administrative team to ensure seamless client service and operational execution
- Support conference logistics, speaking engagements, and business development initiatives

Qualifications and Requirements:

- Bachelor's degree
- 5+ years related experience as an executive administrative assistant performing similar tasks in a law firm or other professional services setting
- Excellent written and verbal communications skills
- Excellent organizational skills and the ability to effectively prioritize workload
- Advanced proficiency in MS Word, MS Excel, MS PowerPoint, Outlook and Teams



Apply

Please submit resume and cover letter detailing relevant experience and salary expectations to careers@leasonellis.com. Leason Ellis is an EOE/M/F/D/V/SO. We offer a competitive compensation and benefits package, and a dynamic, diverse and “remote flexible” work environment.

Only direct submissions from candidates will be accepted. No unsolicited resumes from third party agencies or recruiters, please. Thank you.

Pay range: \$95,000 to \$120,000 per year, commensurate with experience, plus merit bonus eligibility.

About

Leason Ellis is a full-service intellectual property law firm with a deep bench of professionals and a collaborative, hands-on approach. We’re big enough to handle any intellectual property issue that our clients may face. Yet we’re small enough to coordinate efficiently when evaluating our clients’ issues, identifying practical and creative solutions for their business needs, and putting our insights to work on their behalf.

We are now one of the largest IP firms in the state outside of Manhattan and rated among the top New York law firms for our patent, trademark, and copyright services. Our broad array of clients range from Fortune 100 companies, to midsize and small companies, to start-ups, inventors and entrepreneurs. We protect the IP rights of domestic clients in the U.S. and abroad and, in turn, we directly represent many global companies in protecting their rights in the U.S. We also work on behalf of foreign law firms to develop and enforce their clients’ patent, trademark and copyright rights here.

Our unique approach to building a business has allowed us to be more sensitive to our clients’ needs as well as responsive to their communications. Our strategic size encourages collegiality among attorneys and staff and works to the benefit of our clients, who gain the most from the teamwork we foster.