ASSISTANT TO THE CHIEF OPERATING OFFICER

McCollom D'Emilio Smith Uebler LLC

Wilmington, Delaware | Full-Time, In-Office

McCollom D'Emilio Smith Uebler LLC (MDSU) is seeking a highly organized, proactive, and detail-oriented Assistant to the Chief Operating Officer to join our administrative team in Wilmington, Delaware.

This is a full-time, in-office position providing direct support to the COO and managing partner, assisting with the day-to-day administration and operations of the Firm. The position offers an opportunity to work closely with Firm leadership and take an active role in a broad range of operational, administrative, financial, human resources, technology, and special projects.

The ideal candidate is a professional who is organized, resourceful, discreet, and able to anticipate needs, manage competing priorities, and follow assignments through to completion.

KEY RESPONSIBILITIES

Executive Support

- Provide direct administrative and organizational support to the COO.
- Coordinate internal and external meetings and prepare agendas, materials, and follow-up items.
- Draft, edit, and prepare correspondence, reports, presentations, spreadsheets, and other documents.
- Monitor and organize outstanding tasks, deadlines, and follow-up items.
- Maintain confidential executive and Firm information.

Firm Operations

- Assist the COO with the day-to-day administration and operation of the Firm.
- Track Firm projects, deadlines, assignments, and outstanding matters.
- Coordinate with attorneys, staff, vendors, and outside service providers.
- Assist with the development and implementation of Firm policies, procedures, forms, and administrative processes.
- Assist with office facilities, supplies, equipment, and vendor-related matters.
- Maintain records relating to contracts, subscriptions, licenses, and operational services.
- Identify administrative issues and help develop practical solutions.

Financial & Billing Administration

- Assist with administrative aspects of the Firm's billing and collection processes.
- Assist with invoice preparation, distribution, and follow-up.
- Prepare and maintain spreadsheets, reports, and other financial and operational information.
- Assist with accounts payable, vendor invoices, expense tracking, and related administrative matters.
- Follow up with attorneys, staff, clients, and vendors regarding outstanding items as directed.

Human Resources & Employee Administration

- Assist with employee onboarding and offboarding.
- Coordinate interviews and assist with recruiting and candidate communications.
- Maintain employee-related administrative records.

- Assist with benefits administration and employee communications.
- Coordinate employee training, meetings, Firm events, and internal announcements.
- Assist the COO with employee-related administrative projects.

Technology & Vendor Coordination

- Assist with coordination of the Firm's technology vendors and service providers.
- Track technology projects, subscriptions, licenses, and renewals.
- Assist with technology training, cybersecurity communications, and Firm-wide technology initiatives.
- Coordinate with outside vendors to ensure services and projects are completed timely and effectively.

Special Projects

- Assist the COO and Firm leadership with special projects and strategic initiatives.
- Track action items and ensure that commitments and deadlines are met.
- Take ownership of assigned projects from initiation through completion.

QUALIFICATIONS

- 2–5 years of experience in an executive assistant, office management, operations, legal administration, or similar professional role; law-firm experience is preferred.
- Exceptional organizational and time-management skills.
- Strong attention to detail and excellent follow-through.
- Excellent written and verbal communication skills.
- The ability to manage multiple priorities and deadlines in a fast-paced environment.
- Sound judgment and discretion when handling confidential information.
- A professional and polished demeanor.
- The ability to work independently while collaborating effectively with attorneys, staff, vendors, and clients.
- Strong proficiency with Microsoft Outlook, Word, Excel, and PowerPoint.
- Comfort learning and working with new technology and software systems.

WHAT WE ARE LOOKING FOR

We are looking for someone who takes ownership, anticipates needs, solves problems, and gets things done. The successful candidate will be comfortable moving between executive support, administrative responsibilities, operational projects, and day-to-day Firm needs.

This is a hands-on role supporting the COO and helping ensure that the Firm's administrative and operational priorities move forward efficiently and professionally.

HOW TO APPLY

Interested candidates should submit a resume and brief cover letter by email to:

Andrew Logan
alogan@mdsulaw.com

Please include “Assistant to COO” in the subject line of your email.

MDSU is an equal opportunity employer.