



Mail Legal Specialist – Team Lead

Mail Legal Specialist – Team Lead is responsible for assisting with the opening and processing of all incoming and outgoing mail. This role involves leading a team of mail specialists, maintaining workflow, and efficiency.

Primary Responsibilities:

- Lead a team of mail specialists, providing guidance, support, and training.
- Monitor team performance, delegate tasks, work schedules, and address any workflow issues.
- Manage processes, performance, and daily activities of mail department.
- Assist in processing all incoming and outgoing mail, including legal documents, faxes, email, and USPS.
- Bank and Post Office trips.
- Develop and implement process improvements to enhance efficiency and accuracy.
- Serve as the point of contact for escalations and ensure any issues are resolved promptly.
- Assist with additional assigned support staff tasks as time permits.
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.

Qualifications and Requirements:

- **Education:** High school or equivalent
- **Experience:** Experience in Legal Industry beneficial
- **Computer Skills:** Strong computer skills: Familiarity with Windows Operating System and Microsoft package.
- Excellent organizational, reading, and writing skills
- Ability to work with little supervision and with team members
- Ability to work in fast paced department
- Handle multiple tasks
- Must be able to lift up to 25lbs

Great work environment and attractive benefits package including health, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, paid volunteer time off, and generous paid time off (PTO) policy.

KWA IS AN EQUAL OPPORTUNITY EMPLOYER: Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.