|  |  |
| --- | --- |
| **JOB TITLE:** | **DATE:** |
| **DEPARTMENT:** | **FLSA CLASSIFICATION:** |
| **REPORTS TO:** | **EEO CLASSIFICATION:** |

**NOTE**: Supervisors and Managers, please complete the job description template in its entirety. This will help in expediting the recruitment process.

### JOB SUMMARY

Text here

* **NOTE: For SUPERVISOR/MANAGER/DIRECTOR positions please use the following Service Excellence language and delete Staff Service Excellence language in Duties and Responsibilities section below.**
  + **Assists with** proactively supporting client service by actively participating in the firm's Service Excellence initiative. **Ensures that staff members are providing quality service to internal members/departments of the firm as well as external clients and vendors by displaying professionalism via electronic and print correspondence, over the telephone and in-person and by encouraging an atmosphere that rewards a "can do" attitude.**

### PRINCIPAL DUTIES AND RESPONSIBILITIES\*

* Text
* **NOTE: For STAFF positions please use the following Service Excellence language and delete Manager/Director Service Excellence language above (under Job Summary).**
  + **Contributes to the firm's Service Excellence initiative to consistently improve its image internally and externally. Displays professionalism, quality service and a "can do" attitude to internal members/departments of the firm as well as external clients and vendors via electronic and print correspondence, over the telephone and in-person.**

### MINIMUM QUALIFICATIONS

**NOTE:** Please indicate whether skills, education, and experience are preferred or required.

### Knowledge/Skills/Abilities:

* Text

### Education:

* Text

**Experience:**

* Text

WilmerHale is an Affirmative Action/Equal Opportunity employer.

**NOTE**:Please confirm that the below is accurate for this position.

**WORKING CONDITIONS**

The following table indicates the degree of working conditions expected for the job. Reasonable accommodations may be made to enable individuals with disabilities to meet these requirements. N/A = 0-10%, Occasionally = 11-33%, Frequently = 34 - 66%, Constantly = 67 - 100%

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Frequency** | **Requirement** | **Frequency** |
| Travel | N/A | Horizontal Reaching | N/A |
| Sitting | Constantly | Repetitive Arm/Hand/Finger Movements | Frequently |
| Standing | Occasionally | Color Vision | Constantly |
| Walking | Frequently | Distance Vision | N/A |
| Reading | Constantly | Close Vision | Constantly |
| Typing | Frequently | Depth Perception | Occasionally |
| Twisting | Occasionally | Exposure to Loud or High Pitched Noises | N/A |
| Handling | Occasionally | Exposure to Toxic Materials | N/A |
| Weight | Occasionally, up to 15 lbs. | Exposure to Extreme Conditions (hot/cold) | N/A |
|  |  | Exposure to Moving Mechanical Parts | N/A |