Zahn Law Global, LLP

Global Thinkers Trusted Advisors

No Recruiter or agency submissions, please

Job Title:	**Legal Client Services & Administrative Coordinator**
Location:	New York City (Midtown East)
Work Arrangement:	Full-time, In-Office (5 days per week)
Experience Level:	5-7 years of relevant experience
Salary Range:	$50k - $65k

Position Summary:

Zahn Law Global, LLP is seeking an experienced Legal Client Services & Administrative Coordinator to manage the Firm's onboarding process while providing administrative and operational support to the Firm's Partners and Chief Business Officer.

This position requires a polished, proactive professional who can independently manage client onboarding, maintain accurate records, provide high-quality administrative support, and take ownership of assignments through completion.

Client Onboarding & Relationship Support:

- Manage prospective client inquiries and the new client onboarding process.
- Gather client information and required documentation and coordinate conflict and OFAC checks, engagement letters, and payment requests.
- Schedule paid consultations and coordinate follow-up with prospective clients and attorneys.
- Open and maintain clients and matters in LeanLaw and SharePoint, ensuring information and documentation are complete and accurate.
- Track outstanding onboarding requirements and payments and proactively follow up with clients and Firm personnel.

Legal & Administrative Support

- Provide day-to-day administrative and practice support to the Firm's Partners and CBO.
- Prepare and organize correspondence, forms, client documents, and document packages.
- Coordinate meetings, appointments, calendars, deadlines, and follow-up items.
- Organize and maintain client documents and correspondence in SharePoint.
- Manage mail and deliveries, vendors, office supplies, and general office coordination.
- Support the CBO with special projects, workflow improvements, and other Firm initiatives.

Qualifications

- 5–7 years of relevant experience, preferably within a law firm, legal department, or professional services environment.
- Experience with client intake, onboarding, matter opening, conflicts, KYC/AML, or OFAC screening strongly preferred.
- Excellent organization, attention to detail, follow-through, and ability to independently manage multiple priorities.
- Strong written, verbal, and client-service skills with a professional demeanor.
- Must have high proficiency in Excel as well as Microsoft Word, PowerPoint, and Outlook.
- Experience with SharePoint, LeanLaw, or similar systems preferred.
- Ability to handle confidential information with discretion and sound judgment.
- Proactive, dependable, collaborative, and comfortable taking ownership of assignments.
- Mandarin language skills are a plus.

Compensation & Benefits:

- Base Salary: $50k - $65k
- ZLG offers a comprehensive benefits package, including medical, vision, life, short-term disability, and long-term disability insurance, as well as a 401(k) retirement plan.

Application Process:

Please submit both a résumé to **HR@zahnlawglobal.com** with "Legal Client Services & Administrative Coordinator" in the subject line.

About Zahn Law Global: ("ZLG")

Zahn Law Global is a unique team of premier legal professionals with depths of experience from prior practices at top tier, global firms and corporations, practicing in multiple regions around the world. As global thinking facilitators and creative trailblazers, we advise our clients when navigating complex challenges in an ever-changing landscape of international and domestic projects.

Alongside our devotion to embodying this positive work culture, our legal practice encompasses expert domestic and cross-border tax, estate planning, corporate and business law, dispute resolution/strategy design services, and project management. Each service reflects our fundamental principles of empathy, understanding, and enthusiasm.

We at ZLG improve our clients' legal experience. We work with our clients, who share our vision for a more caring, purpose-driven world, while always keeping the focus on achieving their long-term results.

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Zahn Law Global is an equal opportunity employer and considers qualified applicants without regard to any characteristic protected by applicable federal, state, or local law.