



Potential Task List

Phillips, Spallas and Angstadt, LLC

Assisting with Operations/Facilities

- Shelving books and periodicals, inserting supplements
- Scanning, sorting incoming mail, delivering faxes and packages
- Posting packages and mail using the postage machine
- Inventorying office/kitchen supplies, distributing incoming supplies
- Restocking printers and copiers
- Filing purchase orders, packing slips, vendor contracts and Accounts Paid
- Clean and set-up conference rooms for depositions and meetings
- Maintaining workrooms, kitchens and break-room areas

Assisting Lawyers/paralegals

- Filing case documents and court orders
- Photocopying documents
- Scanning documents, uploading onto server or into OCR software
- Organizing case documents
 - Date ordering e-mails or correspondences
 - Making supplemental files/redwells
- Setting up trial binders
- Shredding confidential information
- Pulling/boxing inactive files for storage
- Simple data entry (e.g. typing lists of creditors, mailing lists)
- Mailing or faxing documents to lawyers, creditors or clients

Assisting Office Administrator/Accounting & Finance

- Filing personnel information
- Updating phonenumber/employee information in databases
- Collating new hire information packets
- Rectifying travel/expense reports
- Collating information packets for staff training
- Logging, scanning and filing A/R & A/P
- Processing/mailing invoices