



## **IT and Office Coordinator**

Hawks Quindel – Madison

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**Hawks Quindel – Madison, WI**

**Join our dynamic Team!** Looking to apply your technological background at an employer that values work-life balance and a supportive culture?

At Hawks Quindel, you'll use your technical skills in a role that values collaboration, flexibility, and purpose. Instead of chasing the next ticket or sprint deadline, you'll be part of a close-knit team where your expertise directly helps people and keeps a mission-driven workplace running smoothly.

We're a small law firm in downtown Madison dedicated to fighting for the rights of workers. We pride ourselves on our positive, people-focused environment—and we're looking for a tech-savvy problem solver who wants to apply their skills in a setting where relationships, teamwork, and impact matter just as much as results.

#### **What Makes This Role Special:**

- You'll put your people skills to work every day, building strong relationships with attorneys and staff.
- You'll be part of a talented, friendly team that values collaboration, diversity, and your unique strengths.
- You'll enjoy variety in your work—balancing tech support with office coordination in a role that keeps our workplace running smoothly.

#### **What You'll Do:**

This is a dual-focused role, you'll split your time between technology support and office coordination

##### **Technology Coordination**

- Manage desktop set-up, onboarding, and end-user support for staff
- Act as in-house expert on copiers, printers, and related equipment in partnership with our tech support company
- Oversee phone system setup, administration, and user support
- Maintain relationships with key technology vendors
- Track and organize office technology inventory and ensure smooth lifecycle management

##### **Office Coordination**

- Oversee office supply ordering, mailroom operations, and vendor relationships
- Reconcile company credit card expenses for accounting
- Support facilities needs and act as the first point of contact for building services
- Assist with event planning and large mailing projects
- Provide payroll support (e.g., transit tracking) and coordinate onboarding for new employees
- Manage scheduling tasks as needed and back-up front desk coverage
- Support teams with administrative projects such as scanning, exhibit binders, and other clerical needs

#### **What We're Looking For:**

- Experience supporting staff/customers with a range of technology needs
- Desktop setup and training experience a plus
- Strong interpersonal and communication skills, with a professional and approachable manner



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- Excellent organizational skills and attention to detail
- Ability to balance multiple priorities in a fast-paced environment
- Strong problem-solving skills and a proactive mindset
- High level of confidentiality and discretion
- Proficiency with Microsoft Office and comfort generating reports
- Vendor management experience a plus

**Why You'll Love Working Here:**

- **Competitive Pay:** Based on your experience.
- **Work-Life Balance:** Enjoy a 37-hour workweek with Fridays ending at 2 PM.
- **Comprehensive Benefits:**
  - 95% employer-paid health insurance.
  - 401(k) plan (when eligible).
  - Employer-paid disability and life insurance.
- **Generous Time Off:** 18 days of PTO annually, plus 10.5 paid holidays.
- **Downtown Perks:** Commuter reimbursement and a vibrant office location.

If this sounds like the opportunity you've been looking for, **apply now** and take the first step toward joining our thriving team!

Apply at <https://www.hq-law.com/about/careers/job-application/>

Please include a current resume and cover letter.