

## Administrative Management

Here at Kaufman Dolowich we believe the whole is greater than the sum of its parts. In order for our attorneys to maintain excellent client service, our professional staff must exhibit the same level of dedication and discipline internally. Kaufman Dolowich has a dedicated staff that plays an essential role in providing the highest quality of service to our clients.

The Firm's administrative professionals specialize in a variety of services to ensure that the firm operates seamlessly. These include: accounting and financial services, human resources, marketing, information technology, paralegal, secretarial, and file management.

Kaufman Dolowich prides itself in the ability and performance of its employees from top-to-bottom. Please visit our [Careers Page](#) to learn more about the staff positions available.