



**AVERY LUPIA**  
**Director of Human Resources**  
**& Diversity, Equity, Inclusion**  
**and Belonging**

**Posted 11/15/2024**

Please Reply to Bridgeport  
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Cohen and Wolf, P.C. is hiring a Messenger/Office Services Coordinator in its Bridgeport office to ensure the overall functioning of the office. A valid driver's license and the ability to lift and carry up to 30 lbs is required for this position.

Responsibilities include:

- Monitoring and maintaining the organization and tidiness of shared office spaces, exterior areas of the building, and office equipment; coordinating work orders and office repairs with the Building Committee, property management company, and/or other vendors;
- Managing file closing and large file organization tasks; transporting files and other materials to the firm's offices as needed;
- Setting up and breaking down workspaces and office furnishings as needed;
- Receiving, sorting, and distributing daily mail and deliveries; collecting and preparing outgoing mail;
- Running bank and other office errands as needed; occasional travel to Danbury and Westport;
- Additional tasks relating to office services as needed.

We are seeking detail-oriented candidates who possess strong communication and organizational skills. Additionally, candidates should be able to work well independently and as part of a team, manage multiple assignments, and learn on the job. Experience in a legal setting is preferred.

Cohen and Wolf offers a professional, friendly, and balanced work environment with competitive pay and benefits. Benefits currently include:

- Health insurance coverage for employees and their eligible dependents
- Vision and dental insurance coverage for employees and their eligible dependents
- Life insurance
- Long-term disability insurance
- 401(k) with employer contribution
- Dependent care FSA
- Paid time off
- Paid FMLA leave

1115 Broad Street  
PO Box 1821  
Bridgeport, CT 06601-1821  
Tel: (203) 368-0211

158 Deer Hill Avenue  
Danbury, CT 06810  
Tel: (203) 792-2771

320 Post Road West  
Westport, CT 06880  
Tel: (203) 222-1034

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- Employee Assistance Program resources
- Free parking

Cohen and Wolf is committed to its employees, clients, and the communities we serve, and to nurturing a healthy workplace based on our values of diversity, equity, inclusion, belonging, and wellness. We invest in the success of our employees through training, mentorship, and support.

For more information about the firm's commitment to providing equal employment opportunities and promoting well-being within the legal profession, and the firm's diversity, equity, and inclusion goals and initiatives, please visit: <https://www.cohenandwolf.com/careers>. Cohen and Wolf provides equal employment opportunities to all employees and applicants.

If you are an honest, driven, dependable, and collaborative individual seeking a rewarding position at an exceptional firm, we'd love to hear from you. Please send your resume to Avery Lupia, Director of Human Resources & Diversity, Equity, Inclusion, and Belonging, at [alupia@cohenandwolf.com](mailto:alupia@cohenandwolf.com)

Job Type: Full-time, onsite