



Staff

PROFESSIONAL AND ADMINISTRATIVE STAFF

Our firm is not complete without the contributions of our administrative, professional staff. We are always looking for high performing and enthusiastic candidates with excellent legal and administrative skills and a dedication in partnering with and supporting our team of attorneys.

At Sandberg Phoenix, we believe that each member of our firm is valuable. We recognize that recruiting, developing, advancing and retaining our professional and administrative staff is an integral part of our success. We offer a variety of administrative positions including: paralegals, legal clerks, legal assistants, IT staff, human resource professionals, marketing professionals and finance professionals. Each position offers unique challenges and opportunities.

We understand that going to work should be an enjoyable experience, and work hard to ensure that all members of our Sandberg Phoenix family are happy to be a part of our firm. At Sandberg Phoenix, we offer flexible work schedules, paid time off, birthdays off and participation in community activities. Paralegals may work from home one day each week. Our administrative and professional staff are invited to attend various social events including a family day event, holiday party, monthly coffee and cookies with the firm CEO and celebrate professional staff and paralegal appreciation events. We create many opportunities, big and small, to continuously make each member of our professional and administrative staff feel the appreciation they deserve.

Our firm culture of collaboration and mutual respect has contributed to becoming a finalist from the Best Places' to Work Awards from the *St. Louis Business Journal* for two consecutive years.

If you are looking for an exciting and challenging position in the legal field, then look no further. For more information on joining our staff, check out our career page.

Sandberg Phoenix & von Gontard P.C is committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, assignment and compensation to all qualified applicants and employees without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable federal, state or local law.