



Jeanette Vandiver is the HR Manager for the firm. She handles the acquisition and orientation of new staff, personnel policy/procedure development and implementation, benefit renewal and enrollment, FMLA and COBRA administration, salary reviews, performance reviews, employee counseling and disciplinary actions, 401K enrollment, education and communication, and all state and federal compliance issues.

Jeanette also supervises the management of the facilities which includes file maintenance and storage, office occupancy, general office maintenance and cleanliness. She is the supervisor of Support Services and the Office and Event Coordinator.

Member of the national and local chapter of the Association of Legal Administrators.

Education

Ms. Vandiver received her B.B.A. in Marketing/Management from Baylor.

Mobile vCard:

