

# ABOUT BUTZEL

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## The Butzel Advantage

Founded in 1854, Butzel Long has played a prominent role in the development and growth of several major industries. Business leaders have turned to us for innovative, highly-effective legal counsel for over 165 years. We have a long and successful history of developing new capabilities and deepening our expertise for our clients' benefit. We strive to be on the cutting edge of technology, manufacturing, e-commerce, biotechnology, intellectual property, and cross-border operations and transactions.

## OUR CORE VALUES

### CLIENT RELATIONSHIPS

A professional demeanor and flexible work style are required to provide exemplary service. In a constantly changing work environment, we recruit those who strive to provide timely and effective responses to client requests.

### QUALITY

We embrace change and develop the skills necessary to adapt. The ability to be flexible in our work processes and master new technology is critical. We seek candidates with internal motivation, a strong work ethic and the ability to provide the quality services our clients have come to expect.

### DEDICATION

Success is due to our administrative staff's internally motivated drive. Our strategic focus is to search for individuals who will dedicate themselves to the values, mission, and goals set forth by the Firm.

### INTEGRITY

The firm is involved in and advocates social responsibility through encouragement and support of participation in civic and community activities. Potential candidates should perform diligently to accomplish goals, work in an honest and forthright manner and maintain composure and professionalism at all times.

### DIVERSITY

We are passionately committed to our clients, to our law firm, to the legal profession with which each of us is linked and to the betterment of the communities in which we live and work.

### TEAMWORK

Our philosophy of teamwork is characterized by individuals who develop and sustain collaborative relationships that foster an open exchange of ideas in an atmosphere of honest communication. We seek people who inspire, motivate and recognize the importance of contributing to the team's success.

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### **COLLEGIALITY**

We believe treating others, regardless of the position, with dignity and respect is the foundation of a cohesive and productive work environment. We look for administrative staff who embrace and encourage an atmosphere of sharing ideas and skills that span across departments to achieve a common purpose.

### **BENEFITS & WORK/LIFE BALANCE**

Personal satisfaction means client satisfaction. For this reason, Butzel Long offers our eligible employees a wide array of quality benefits and firm-designed programs to meet the personal needs of our lawyers and staff. Our hope is that these items assist them in managing their private lives as they deliver quality services on behalf of the Firm.

#### **Work/Life Programs:**

- “Better Butzel” Wellness Program
- Virtual Wellness Platform
- Flexible Work Schedule
- Lawyer Flexible Practice/Reduced Schedule Program
- Employee Assistance Program with onsite counseling
- Paid Time-Off
- Unlimited Vacation for Attorneys, Paralegals, & Managers
- Parental Leave
- Pregnancy Loss Paid Leave
- Retail Discount Programs
- Entertainment Venue Discount Program
- Banking & Financial Institution Relationships
- Discounted Home Office Equipment
- Work Anniversary Recognition

#### **Firm-Paid & Voluntary Benefits:**

- Medical Coverage Health Savings Account with generous Firm Bonus
- Dental Coverage
- Vision Coverage
- Term Life Insurance and AD&D Insurance
- Travel Accident Term Life Insurance

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- Short & Long Term Disability Income Protection
- Long Term Care Insurance
- 401(k) with 3% Firm Employer Contribution
- Paid Parking
- Flexible Spending Program
- Professional Dues
- Associate Attorney Student Load Repayment Program
- IVF/Fertility Coverage
- Adoption Assistance
- Identity Theft
- Pet Insurance