

Professional Staff

Irell & Manella LLP's commitment to excellence is readily apparent from our uncompromising focus on providing the highest level of service to our clients. High standards hold not only for our lawyers but also for our professional support staff. Irell seeks to recruit and retain highly skilled and motivated individuals with the credentials, experience and personal qualities necessary to provide outstanding legal support work.

Consistent with our desire to work with talented and motivated individuals who share our work ethic and dedication to exceptional performance, we offer competitive compensation and superior benefits to our support staff.

How to Apply

Please submit your resume in Microsoft Word or as a PDF file.

Los Angeles Office

Irell & Manella LLP
Attn: Director of Human Resources
1800 Avenue of the Stars, Suite 900
Los Angeles, CA 90067
hr@irell.com

Newport Beach Office

Irell & Manella LLP
Attn: Director of Administration
840 Newport Center Drive, Suite 400
Newport Beach, CA 92660
nbhr@irell.com

Washington, DC Office

Irell & Manella LLP
Attn: Director of Human Resources
750 17th Street NW, Suite 850
Washington, DC 20006
hr@irell.com

Response will be given to candidates who closely meet our position qualifications.

Irell & Manella LLP is committed to providing equal employment opportunities for all. All employees and applicants are evaluated on the basis of their qualifications consistent with applicable state and federal laws without regard to race, color, religion, sex, sexual orientation, gender identity and/or expression, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, family care status, veteran status or marital status.

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California resident applicants: Please note any personal information you provide is subject to the [California Consumer Privacy Act Notice](#).

Professional Staff Benefits

Irell & Manella LLP offers a comprehensive benefits program with options designed to meet the needs of the employee.

- Medical and Dental – to include spouses, qualified domestic partners (same sex or opposite sex), and dependent children
- Employee and Supplemental Term Life Insurance
- Long-Term Disability Insurance
- Flexible Spending Accounts – Health Care Reimbursement Account
- Membership to Bright Horizons which provides subsidized daycare and back-up care solutions for children and elders
- Employee Assistance Program
- 401(k) and Profit Sharing Plan
- Vacation, Sick/Personal Time
- Paid Holidays
- Transportation Allowance
- Annual Bonus – Based on Years of Service (non-exempt staff, excluding paralegals)
- Incentive Bonus Program (exempt staff and paralegals)
- Discount Tickets to Amusement Parks and Movie Theatres