Jordan Murphy

Tulsa Office Manager

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Tulsa

Overview

As the Office Manager for McAfee & Taft's Tulsa office, Jordan Murphy expertly oversees the day-to-day administrative functions, ensuring seamless operations across various departments, including human resources, information technology, accounting, records management, library administration, and marketing. Additionally, she is deeply involved in recruiting for all administrative and professional staff and attorney roles within the Tulsa office and serves as a firm liaison with the University of Tulsa College of Law in coordinating on-campus interviews for the firm's summer associate program. She also collaborates with the firm's recruiting partners and committee members to provide their Tulsa-based summer associates with a robust 10-week learning experience to help them develop their legal and professional skills.

Jordan joined McAfee & Taft in 2022, bringing a wealth of experience from several years in small to mid-sized law firms in the Tulsa area. Her background includes roles as a paralegal and office administrator, as well as experience as a legal assistant in a multi-state law firm. This diverse expertise allows her to effectively manage office functions and support the firm's objectives.

A Georgia native, Jordan is committed to professional development and is an active member of the National Association of Legal Assistants, as well as the Student Association of Paralegals and Legal Assistants at Tulsa Community College. Additionally, she is a member of the Junior League of Tulsa, an organization dedicated to advancing women's leadership for meaningful community impact through volunteer action, collaboration, and training. In her role as a provisional liaison, she leads a committee that plans and executes inclusive and engaging social events for members, while also assisting provisional members during their first year in the League.

Jordan's dedication to excellence in administrative management, staff mentorship, and her commitment to community involvement reflect her passion for making a meaningful impact in both her profession and her community.