

Job Title: Administrative Assistant

Summary: Responsible for providing administrative support to the president of the Firm and legal staff members including associate attorneys, legal coordinators, paralegals and legal assistants. Tasks involve performing diversified clerical duties, including but not limited to the following:

Duties include the following. Other duties may be assigned.

- Manage, organize and update calendars for CEO and legal-staff members.
- Ensure management is informed of deadlines and urgent matters.
- Answer a multi-line telephone system, screen incoming calls, take accurate messages and transfer calls/ messages to the appropriate personnel.
- Greet incoming visitors in a professional manner and promptly notify the appropriate staff member(s) of arrival.
- Receive, review, and distribute incoming and outgoing mail, and notify appropriate personnel of correspondence.
- Scan, file and organize correspondence and documents.
- Organize office area and office supplies regularly.
- Prepare reports for weekly meetings.
- Interpret documents, calls, appointments and meetings for legal staff as needed.

Responsibilities:

- Remain up-to-date with certifications, CLE credits, and complete all required trainings in a timely manner.
- Maintain confidentiality of correspondence at-all-times.
- Collaborate and coordinate with administrative staff and all colleagues to provide utmost customer service.
- Communicate effectively and professionally with clients, third party vendors and all persons.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or GED; or equivalent combination of experience.
- Ability to read, write and speak in Spanish or a language other than English is a plus
- Proficient in MS Office
- Effective verbal and written communication skills
- Fluent in Spanish, verbal / written is desired

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands and reach with hands and/or arms. The employee is frequently required and talk or hear for communication needs, and to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and frequently lift and/or move up to 10 pounds.

Job Type: Full-time

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Pay: From \$18.50 per hour