



JOB TITLE: Executive Administrative Assistant

STATUS: Non Exempt

Type: Full Time

This position has a valuable role supporting a high level Partner within our law firm. The individual will play an integral part in communicating with clients, contributing to client satisfaction, communicating internally with lawyers and staff, contributing to firm morale, managing billing, managing business practices, analyzing information, determining solutions and communicating activities to clients and others. The Executive Administrative Assistant will be handling high level confidential information and will be expected to maintain strict confidentiality and exhibit discretion and professionalism in all activities, always reflecting the values and culture of the Firm. Other specific duties include working well with team members, coordinating support of lawyers and paralegals, managing calendars, processing correspondence and mailings, file management, researching, verifying, and composing legal documents.

This is an excellent opportunity for those who have exhibited the ability to deliver a high level of customer service, maintain a high degree of confidentiality, excel at managing multiple tasks, are proficient at using technology tools, have an acute attention to detail, and enjoy a professional environment.

Qualifications and Experience:

- 7+ years' experience supporting an executive preferably in a professional service setting.
- Experience working in an environment where confidentiality is critical.
- Expert Microsoft Office skills.
- Outstanding organizational, interpersonal and administrative skills.
- Attention to detail.
- Ability to multi-task.
- Excellent writing skills (proper use of punctuation, spelling, grammar, diction and style).
- Excellent proofreading skills.
- Excellent communication and telephone skills, ability to communicate effectively in a clear and understandable manner.
- Ability to interpret and follow written, oral, diagram or schedule format instructions.

Education:

- Associate's degree or equivalent related work experience.

Please send your resume to Jennifer Stogran at jstogran@smithlaw.com.

Smith Anderson is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.