



**JOB TITLE:** Administrative Assistant

**STATUS:** Non Exempt

**Type:** Full Time

An Administrative Assistant (AA) has an intricate and valuable role within a law firm. The role of the AA is to perform various duties crucial to, and plays an intricate part in, the management of the workflow and business practice and should be able to objectively analyze and evaluate appropriate solutions in an efficient and effective manner. In managing processes and tasks required during the lifecycle of a legal matter, an AA will be part of a team whose contributions highlight critical-thinking skills with project and information management. Other specific duties include supporting lawyers and paralegals, managing numerous calendars, processing correspondence and mailings, file management, researching, verifying, composing legal documents, and managing billing. This is an excellent opportunity for those who excel at managing multiple projects and tasks, proficient at using software and motivated to learn new software, who have an acute attention to detail, and enjoys a professional environment.

**Qualifications:**

- Litigation experience preferred
- 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 Human Resources at [humanresources@smithlaw.com](mailto:humanresources@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.*