



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:

- 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 humanresources@smithlaw.com.

Smith Anderson is an equal opportunity employer committed to creating and maintaining a diverse work force. It is the policy of this Firm to recruit, hire, train, develop, promote, and compensate employees without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, genetic information, disability or covered veteran status.