



Title: Executive Assistant
Department: Administrative & Office Services
Office: Boston
Reports To: Director of Administration, Facilities & Operations
Status: Non-exempt

POSITION SUMMARY

This unique position offers a challenging opportunity for a high level executive assistant to support the Firm's Executive Officers. This position requires the ability to work in a fast paced environment, handle an array of confidential information, and interact with attorneys, management and support staff throughout the Firm.

DUTIES AND RESPONSIBILITIES:

- Manage and coordinate a dynamic calendar of meetings and conferences involving senior management of the Firm.
- Handle confidential information with professionalism and discretion.
- Prepare materials for Managing Directors meetings and various internal meetings.
- Process, track, and organize department expenses.
- Create expense forms, check requisitions, and maintain filing systems.
- Manage multiple projects of a complex and confidential nature.
- Field telephone calls, answer questions and act as a resource for general information when appropriate.
- Prepare and edit documents by following rough draft, handwritten edits or dictated instructions.
- Attend meetings, keep minutes, follow-up and distribute information as necessary.
- Proofread all completed material for accuracy.
- Coordinate travel arrangements.

QUALIFICATIONS:

- Excellent communication and interpersonal skills.
- Superior technical skills to include Excel, PowerPoint and Outlook.
- Ability to multitask.
- Strong organizational skills.
- Positive, pro-active attitude with the ability to perform without supervision.
- An understanding of how to navigate in a corporate environment.

Brown Rudnick is an Equal Opportunity Employer