



**Job Title:** Overflow Legal Executive Assistant  
**Department:** Administration, Facilities & Operations  
**Office:** Hartford  
**Status:** Non-exempt

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**Overview:**

This overflow Legal Executive position is located in a very quiet reception area in the heart of the office. The successful candidate will be part of a small global word processing team.

**Responsibilities:**

- Word processes, prepares and edits legal documents, correspondence and memoranda
- Provides desk coverage on an as needed basis
- Schedules and coordinates all conference room activities and functions to ensure that arrangements are completed (i.e., coffee set-up, catering needs, arrangement of all video/audio equipment, supplies, etc.) utilizing LIBRIS software
- Ensures that all conference rooms are appropriately maintained
- Answers/routes incoming phone calls
- Welcomes and directs all visitors to the office
- Maintains a neat and orderly reception area reflective of Firm standards
- Assists with special projects as requested
- Assists in preparing materials for various internal meetings

**Qualifications:**

- Law office experience
- Superior technical skills in the Microsoft Suite to include Word, Excel, PowerPoint and Outlook
- Professional polished appearance
- Willingness to undertake extensive technical training
- Work occasional overtime as required
- Excellent communication/interpersonal skills
- Excellent grammar and writing skills
- Strong organizational skills; ability to multi-task
- Strong client/customer service focus
- Excellent follow-up skills
- Exemplary record of reliability and dependability
- Positive, pro-active, attitude

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