



Job Title: Part Time Legal Executive Assistant
Department: Administration, Facilities & Operations
Office: Providence
Status: 20-25 Hours per week / Non-exempt

DUTIES AND RESPONSIBILITIES:

- Word processes, prepares and edits legal documents, correspondence and memoranda
- Answers and directs telephone calls
- Assists in preparing materials for various internal meetings
- Operates and coordinates various mail, fax and photocopy equipment and shipping and receiving applications
- Serves as liaison with service vendors and building management
- Sets up and maintains conference rooms and other public areas
- Assists with conference room, office setups
- Assist with special projects as requested

QUALIFICATIONS:

- Law office experience and an understanding of how to navigate in a corporate environment
- Willingness to undertake extensive technical training
- Superior technical skills in the Microsoft Suite to include Word, Excel, PowerPoint and Outlook
- Excellent communication and interpersonal skills
- Ability to multitask
- Strong organizational skills
- Excellent proofreading skills
- Positive, pro-active, professional and polished attitude with the ability to perform without supervision

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