



brownrudnick

Title: Legal Executive Assistant

Department: Administrative Services

Reports To: Director of Administration, Facilities & Operations

Status: Non-exempt

DUTIES AND RESPONSIBILITIES:

- Word processes, prepares and edits legal documents, correspondence, memoranda
- Performs department specific duties which may involve special projects or on-going responsibilities such as tracking, reporting and presenting information
- Answers and directs telephone calls, retrieves and deliver voice mail messages
- Inputs attorney time charges into the automated diary/billing system
- Schedules appointments, conferences and lawyer/client meetings
- Coordinates travel arrangements and itineraries
- The ability to drill down on billing details
- Heavy, direct and sometimes independent client contact
- Maintains client files
- Additional duties as assigned

QUALIFICATIONS:

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

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