

Executive Administrative Assistant - Legal

Job Duties:

- Word processing; Email, typing, document preparation and blackline (Deltaview)
- Filing –Desk file creation and maintenance, including filing on a daily basis and updating and maintaining desk and electronic files as necessary
- Meeting/CLE arrangements and setups, including refreshments and occasional lunch set up
- Assist with compiling and assembling Board meeting packages
- Assist with preparation and tracking of Corporate Legal Department budget
- Calendar and appointments scheduling in Outlook
- Travel arrangements
- Expense report preparation
- CLE, Bar Association membership and dues
- Other professional association memberships and dues
- Order office supplies
- Wells Fargo/P-card processing
- Time sheets
- Photocopying and scanning
- General office duties as assigned

Requirements:

- Strong word processing and overall computer skills (MS Word, Outlook, Excel, Powerpoint)
- Experience in a law firm or corporate legal setting preferred
- High School diploma required; Associates or Bachelor's degree preferred
- Strong ability to multi-task and handle pressure of overlapping duties
- Cooperative and friendly attitude
- Strong written and oral communication skills
- Ability to handle high volume of work