

Part-Time Administrative Assistant for Law Firm – Raleigh

Busy Raleigh civil litigation law firm is seeking a part-time administrative assistant with experience in a variety of clerical duties to support a fast-paced team of attorneys and paralegals.

Responsibilities will include word processing, file management, answering multiple telephone lines, greeting clients, processing court filings, and assisting paralegals.

A professional demeanor is required. The position has potentially flexible work hours, but with a preference for mid-day hours, totaling 20 hours per week.

Requirements:

- Must have strong organizational and planning skills, perform work on time, with accuracy and attention to detail, demonstrated ability to prioritize, multi-task and work independently;
- Task ownership (follow through so no loose ends);
- Creativity, problem-solving skills and enjoyment in learning are a must;
- Professional email and telephone communication skills (ability to speak professionally and knowledgeably to clients on the phone);
- Exceptional writing, editing and verbal skills a must;
- Assist with accounting and data entry;
- Manage and collect accounts receivables;
- Assist with payroll data entry;
- Manage office supplies;
- Excellent computer skills including all MS Office applications (Word, Excel, Outlook, PowerPoint, Publisher);
- Assist with marketing, including implementation of marketing campaigns;
- Prepare presentation materials for client meetings, court presentations, and other meetings, as necessary;
- Prepare correspondence, proofread and assemble newsletter, webpage and marketing materials;
- Process outgoing mail and overnight shipments;
- Coordinate conference room scheduling, maintains conference rooms insuring neat and orderly appearance and functionality;
- Arrange travel, lodging and out of town meeting rooms. Coordinate and/or organize seminars, meetings (including depositions and mediations), and catering, as needed;
- Schedule teleconferences, online meetings and videoconferences, as required;
- Provide administrative support during periods of high volume workload;
- Maintain confidential information.

Educational Requirements:

- Associates degree preferred and 3+ years related experience in office administrative duties.

B.S./B.A in Business, Communications, Marketing, Human Resources or related experience is a plus.

Schedule:

- 20 hours per week.
- Compensation commensurate with experience. Interested candidates should reply with a cover letter and resume to resume@hslc-law.com by October 26, 2016.
- Principals only. Recruiters, please do not contact this job poster.
- Please do NOT contact us with unsolicited services or offers.