

ADMINISTRATIVE ASSISTANT – LEGAL

SUMMARY:

Primarily performs administrative work, including organizing, scheduling, coordinating, researching, compiling and exchanging (and sometimes analyzing) information for supervisor. Assists supervisor in implementing department activities and internal and external communications. Contacts are with department heads, managers, other employees and customers, mainly to assist with information exchange, problems and requests. Work is supervised on a limited basis, as necessary.

RESPONSIBILITIES AND TASKS:

- Revision of various legal and other documents and correspondence; scan and blackline documents as appropriate; send faxes; make travel arrangements, schedule meetings and appointments; maintain calendars; prepare and submit expense reports; learn, organize, and coordinate with administrative paralegal in preparing and maintaining file systems and closing binders.
- Handle confidential information and non-routine information.
- Work independently and within a team on special and nonrecurring and ongoing projects.
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple, competing tasks and demands.
- Answer telephones and take messages in professional manner as required.
- Adhere to company policies and procedures, including working the hours and/or shift assigned, beginning and ending work in a timely manner, meeting attendance requirements, and being punctual and timely in meeting all requirements of performance.
- Develop and maintain courteous and effective working relationships with all employees at all levels of the organization and with clients, vendors and/or any other representatives of external organizations.
- Communicate information and state problems or challenges to be resolved in a clear, concise, courteous and professional manner, and provide clarification, as necessary.
- Show respect for the opinions of others and behave in such a way as to ensure an atmosphere free of needless interruptions, difficulty and/or disruptions.
- Receive and provide clear, constructive feedback regarding work performances (to/from individuals or groups) and provide clarification, as necessary.
- Handle in a constructive, nondisruptive manner the multiple business, organizational and interpersonal changes or stresses that may exist in the employee's work, work processes, dealings with other personnel, and supervision (provided or received).
- Must be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal (day-to-day) routine.
- Adapt with minimal or no advance notice, to change in how business is conducted and work is accomplished. May be required to work overtime with little or no notice.

SKILLS/KNOWLEDGE/ABILITIES/EDUCATION REQUIRED:

- High level of interpersonal skills to handle sensitive and confidential situations; position continually required demonstrated poise, tact and diplomacy.
- Ability to interact and communicate with individuals at all levels of the organization.
- Extensive knowledge of a variety of computer software applications in word processing, spreadsheets, database, and presentation software (including MS Word, Styles, Excel, Access, Adobe 7 and PowerPoint).
- College degree preferred; high school diploma or GED required.
- Minimum of three years of experience as a corporate legal secretary/administrative assistant with large or medium size law firm or in-house counsel.
- Equivalent combination of education and experience considered.

ADDITIONAL REQUIREMENTS:

- If unable to report work on any given day, a personal telephone call should be made to the immediate supervisors no later than 7:00 a.m. the day of the absence.
- Supervisor must approve, in advance, all time away from work that is earned (including personal or vacation time).
- Supervisor must approve, in advance, any other time off that might be required (including doctor appointments and the like).

HOURS: Normally 8:30 a.m. to 5:30 p.m., Monday through Friday, with one hour for lunch as is consistent with departmental requirements.

This job description is subject to change without prior notification and is not to be all inclusive.

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