STAFF OPENING

Title: General Counsel Legal Assistant

Department: Law

Reports to: General Counsel

SUMMARY
Provides administrative support and assistance to the General Counsel and multiple attorneys. This includes: organization and maintenance of daily calendar and professional communications; coordination of travel arrangements, meetings and conference calls; and maintenance of relevant files.

MAJOR DUTIES & RESPONSIBILITIES
• Supports and assists General Counsel and multiple attorneys in accomplishing day-to-day duties and responsibilities.
• Maintains very active daily calendar for the General Counsel as well as multiple attorneys, coordinating meetings with Institute staff, members, government agencies and professional organizations.
• Makes necessary travel and meeting arrangements, including the processing of expense reimbursements.
• Processes legal billings and monitors outside counsel expenditures monthly against budget.
• Coordinates standing committee meetings and conference calls, including meeting logistics, monitoring attendance, audio visual setup and materials and information for meeting attendees.
• Types memos, letters, and other correspondence.
• Assists in drafting routine correspondence.
• Organizes and maintains filing system, including those of a confidential nature.
• Answers phones and takes messages. Greets and assists visitors. Receives, opens and routes mail; prepares mail and FedEx pick-ups as needed.
• Checks supplies and ensures supplies are ordered in work rooms.
• Provides back-up support to Executive Office assistants as needed.
• Maintains department leave records and calendar.
• Other duties as assigned.

MINIMUM JOB REQUIREMENT
Knowledge, Skills and Abilities
• Excellent oral, written, and telephone communication skills.
• Proficiency with Microsoft Office applications (Outlook, Word, PowerPoint, and Excel).
• Ability to work with high degree of independence, discretion and personal initiative.
• Ability to deal effectively with Institute staff at all levels, senior management of member firms, outside counsel, government agencies and others.
• Ability to organize tasks and time to ensure timely progression and completion of all projects.
• Ability to work flexible hours and/or overtime as needed.
• Sound judgment and discretion, in keeping with visibility and confidentiality of matters handled by the General Counsel.
• Attention to detail and accuracy in completing assignments, including good proofreading, grammar and analytical skills.
• Ability to display teamwork and cooperation.

Education & Experience
• Bachelor’s degree preferred and minimum of 5 - 7 years of administrative experience, preferably in a law firm or legal department, with at least two years experience supporting an executive or an equivalent combination of related education and experience.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.