Jackson Walker

Legal Administrative Assistant

Position Type: Full Time
Department: Wealth Planning

POSITION SUMMARY

Assisting attorneys with wealth planning matters such as handling attorney phone calls & messages; time entry and billing; scheduling meetings; making travel arrangements; communicating with clients; managing hard copy documents & profiling electronic documents/emails; and distribution of correspondence and legal documents.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- Must be highly organized and able to manage multiple concurrent projects
- Comfortable communicating with clients
- Excellent knowledge of Microsoft Office, especially Word and Outlook.
- Working knowledge of legal documents, formatting, table of contents, styles, track changes, inserting and labeling pdf documents and inserting into documents and converting pdf documents to Word.
- Experience working with a document management system (iManage experience a plus).
- Good grammatical and writing skills.
- Ability to multi-task and work closely with attorneys in a fast paced busy role.
- Minimum of 5 years' experience in wealth planning
- Law firm experience preferred