

Finance Legal Administrative Assistant

Jackson Walker is seeking a Legal Administrative Assistant to provide support to the lawyers and paralegals in the Finance Practice Group. The ideal candidate will be professional, detail-oriented and able to manage multiple projects, as well as engaging and a real “thinker.” They must have the ability to regularly work in the office.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manages and prioritizes incoming workflow to meet all deadlines.
- Assist with document revisions and preparation of sets of documents to be circulated for execution.
- Prepares correspondence, memoranda and other legal documents from written and oral drafts; drafts standard correspondence and other documents.
- Scans, profiles and emails client documentation to team members as directed.
- Manages electronic file documentation by saving into appropriate electronic folders.
- Answers telephone calls and forwards messages to appropriate staff members as needed.
- Establishes and maintains deadlines associated with a file through the appropriate calendaring system.
- Assemble legal and closing documents/transcripts in both physical and electronic format for deal closings.
- Requests conflict of interest checks with Conflicts Coordinator, opens files, and maintains all client and general files.
- Conducts periodic review for possible storage of older files and prepares files to be closed.
- Greets clients and visitors; maintains good public relations with clients; observes confidentiality of attorney-client relationship.
- Makes appointments for attorney(s); schedules hearings, meetings and conferences, and provides notice to all appropriate parties.
- Makes travel arrangements when needed; requests checks and submits expense reimbursements when appropriate.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- 3-5 years of on the job experience working with Finance/Real Estate attorneys within a law firm, in order to gain an understanding of law office policies and procedures and produce accurate legal documents with minimal supervision.
- Experience with document management software.
- Proficient in Microsoft Office.
- Ability to work independently.

