

Posting Date:

December 21, 2021

Position Title:

Legal Assistant

Job Description:

Mattice Legal is seeking a professional Legal Assistant to oversee a range of administrative tasks. As the Legal Assistant, your principal goal is to support attorneys by performing a range of clerical duties, including researching legal issues, preparing form documents, scheduling meetings, and filing legal documents.

Our diversity of perspective makes us creative problem solvers and a better team. We're looking for a Legal Assistant who pursues excellence, enjoys working hard in a collaborative environment, will take initiative, and build relationships. To succeed in this position, you should be knowledgeable, attentive, and proactive. You should also be an excellent organizer and communicator, with a spectacular attention to detail.

Legal Assistant Responsibilities:

- Handle administrative responsibilities with respect to preparation, distribution, execution and organization of legal documents.
- Organize legal documents and maintain charts, spreadsheets, files, and status trackers.
- Assist in matters related to quarterly and special meetings, including collection and distribution of materials, initial drafts of minutes and maintenance of corporate minute books.
- Manage, organize, and maintain documents in paper or electronic filing systems.
- Handle administrative duties as assigned, including, but not limited to, the following:
 - Manage calendars and scheduling meetings/calls;
 - Upload legal documents into document management systems;
 - Prepare electronic FedEx shipments;
 - Maintain office supply inventory and orders; and
 - Deposit checks.

Legal Assistant Requirements:

- Proficiency in (i) Microsoft Outlook, Word, Excel, PowerPoint, and (ii) Adobe.
- Strong attention to detail and excellent organizational skills.
- Working knowledge of the internet and technology skills.
- Proofing and editing skills.
- Flexible and able to adapt to changing needs and time pressures.
- Ability to work independently, including the ability to prioritize and complete multiple tasks and keep deadlines.
- Ability to handle confidential information.