

Posting Date:

August 11, 2025

Position Title:

Legal Assistant

Salary Range:

\$50,000.00 – \$60,000.00

Job Description:

Mattice Legal is seeking a full-time Legal Assistant to support attorneys by performing a range of duties, including answering phones, ordering supplies, taking notes, preparing form contracts, scheduling meetings, managing task lists, and handling legal filings.

We are looking for someone with a great attitude who (i) enjoys working hard in a collaborative environment, (ii) will take initiative, and (iii) has the desire to become an integral part of a young sports and entertainment firm.

To succeed in this position, you should be self-motivated, intellectually curious, attentive and proactive. You should also have a spectacular attention to detail, excellent organizational skills, and be an outstanding communicator.

Pay is commensurate with experience. Firm offers annual performance evaluation and benefits package.

Responsibilities:

- This is not a remote position; you will be expected to work out of our beautiful office located in Williamsville, NY. Free parking included.
- Handle administrative responsibilities with respect to preparation, distribution, execution, and organization of various legal documents.
- Manage, organize, and maintain legal documents in electronic filing systems, as well as charts, spreadsheets, files, and status trackers.
- Assist in matters related to quarterly and special meetings, including collection and distribution of materials, and maintenance of corporate minute books.
- Handle administrative duties (as assigned), including, but not limited to, the following:
 - Manage calendars and schedule meetings/calls;
 - Scan, photocopy, and upload files into document management systems;
 - Run errands, such as sending UPS/FedEx shipments;
 - Maintain office supply inventory and orders; and
 - Deposit checks.

Requirements:

- Bachelor's Degree in a related field preferred (e.g., Political Science, English).
- 1-2 years of professional experience is preferred.
- High level of computer competency, including proficiency in Microsoft Outlook, Word, Excel, PowerPoint, as well as Adobe.
- Working knowledge of the internet and technology skills.
- Professional and pleasant demeanor.
- 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 with tight deadlines.
- Ability to handle confidential information.
- Ability to work forty (40) hours a week (Monday through Friday from 9:00 a.m. to 5:30 p.m.).
- No travel required.

Benefits:

- Health, vision, and dental insurance for eligible employees, including a \$500.00/month firm contribution.
- Disability and life insurance provided by firm for eligible employees.
- Discretionary bonuses.
- Opportunities for advancement.
- Relaxed dress code.
- Ten (10) days paid time off (for illness or vacation) per year.
- Ten (10) paid holidays per year.
- Referral program.