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*Administrative Assistant Job Description*

Fast-paced and growing ERISA and Benefits law firm seeks a detail-oriented, highly-organized, and self-confident administrative assistant who is prepared to take on an important role at the rapidly growing Firm.

The Firm's environment is fair and honest with an appreciation for equally fair and honest, no-nonsense professionals who enjoy helping businesses and making the Firm more productive. The culture of the firm emphasizes personal and professional growth, support for innovative ideas, and excellence in work product and service in a client-relationship driven environment.

**Experience in an administrative role at a law office or other professional services firm is required.**

- Managing all aspects of office operation and maintenance – supply orders, communicating with building supervisor, etc.
- Scheduling external and internal activities requiring attorney attention;
- Scheduling client calls and meetings;
- Proofreading and formatting rough drafts into professional documents;
- Establishing and managing new client files;
- Scanning, copying, and filing documents;
- Interacting with clients who call or visit the office in a manner that builds and maintains client relationships;
- Managing mail;
- Creating and organizing files (for both existing and new clients);
- Organizing and updating binders;
- Grocery and Supply runs;
- Assistance with organizing and hosting on-site events;
- Following up with clients on outstanding accounts receivable;
- Initiating calls with potential clients to mail them information about the Firm, scheduling follow-up sales calls;
- Maintenance and ongoing cultivation of Firm's Policies and Procedures and collaboration with the Firm's COO;
- Assistance with email distribution lists and Firm email distribution;
- Accompaniment with Firm Attorneys to speaking engagements; and
- Assistance with obtaining out-of-office speaking engagements for Firm Attorneys; and
- Calls to follow up on accounts receivable

Hall Benefits Law

Interested candidates should submit a resume and cover letter to: [dhall@hallbenefitslaw.com](mailto:dhall@hallbenefitslaw.com)

Please ask about our referral fee!

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