

Practice Assistant (8+ years of experience)

As a **Practice Assistant**, you will provide administrative support to a senior partner and other attorneys.

Responsibilities:

- Act as the administrative point of contact between the attorneys and internal/external clients
- Answer and respond to incoming calls on behalf of assigned attorneys
- Develop a strong understanding of assigned attorneys' habits, preferences, practice, clients, and workflow
- Prepare, edit, and format correspondence, presentations, spreadsheets, memos, and other documents
- Prepare labels for packages and coordinate courier/messenger deliveries; track complex shipments to ensure they have reached their intended destinations
- Arrange complex travel arrangements/accommodations as required and create detailed travel itineraries for assigned attorneys
- Order catering for meetings as necessary
- Process and track vendor/client invoices in the Firm's check request system and resolve any billing issues
- Reconcile attorney Amex accounts on a weekly basis
- Submit attorney expenses for reimbursement
- Proofread and enter time entries in the timekeeping system for assigned attorneys
- Proofread and edit client bills monthly and assist in resolving billing issues
- Prepare new vendor agreement forms and assemble required documentation
- Maintain attorneys' calendars by arranging and/or adjusting meetings, and providing reminders as necessary
- Manage business contacts and development activities through Intapp
- Perform other administrative duties such as printing, copying, scanning, and filing documents
- Pull news articles, convert to PDF, and circulate as needed
- Assist with planning and executing internal and external events
- Assist with special projects across various departments
- Notarize necessary documents as needed
- Provide administrative support on personal matters for Senior Partner, including coordinating appointments, managing errands and services, and handling other personal logistics as needed.
- Provide backup support for other Assistants

Requirements:

- Bachelor's degree preferred and eight years of experience in an administration role

- Proficient in Microsoft Outlook suite
- Excellent analytical, troubleshooting, organizational, and planning skills; strong attention to detail
- Ability to demonstrate effective interpersonal and communication skills, both verbally and in writing
- Ability to work well independently, as well as effectively within a team
- Ability to communicate clearly and concisely, both verbally and in writing
- Strong research and analytical skills
- Willingness to enthusiastically complete both high-level and low-level tasks

This is a non-exempt position and the annual salary range for this role is \$90,000-\$120,000, commensurate with experience. This salary range reflects the estimated base salary. Total cash compensation will be higher when factoring in gap pay, overtime, year-end bonus and benefits.

If you are interested in applying for this position, please complete an application [here](#).

Selendy Gay PLLC is an Equal Opportunity Employer