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| Small business law and litigation firm in Boston is seeking an experienced full time administrative assistant. The candidate should be detail oriented and able to multi-task and balance multiple assignments. Strong communication, administrative, organizational and computer skills are required.**Responsibilities include:*** Managing attorneys’ schedules
* Organizing and tracking client files
* Communicating with clients, opposing counsel and court personnel
* Drafting, formatting, and editing legal documents including correspondence, subpoenas, pleadings and financial statements
* Managing client billing and payments
* Monitor office supplies
* Vendor purchases and payments
* Mail distribution
* Answering phones
* Manage client database

**Qualifications/Experience:*** Ability to work independently as well as part of a team
* Proficiency with Microsoft Office
* Office work experience strongly preferred
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Interested applicants can email Christopher Strang at cstrang@strangscott.com

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