|  |
| --- |
| 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 |

Interested applicants can email Christopher Strang at [cstrang@strangscott.com](mailto:cstrang@strangscott.com)

Strang, Scott & Giroux, LLP  
6 Beacon Street, Suite 815  
Boston, MA 02108

[www.strangscott.com](http://www.strangscott.com)