



Job Title:

Administrative Assistant

Riley Safer Holmes & Cancila LLP (RSHC) is a diverse, service-oriented, and technologically sophisticated firm that is committed to providing legal and client service at the highest levels. We have a national litigation and transactional practice with more than 80 lawyers in offices located in Chicago, San Francisco, Irvine, Ann Arbor, and New York. Founded March 1, 2016, our partnership features leaders in many fields of litigation and transactions including class actions, white collar, product liability, real estate, intellectual property, mergers & acquisitions, and general litigation.

Our New York office is seeking a candidate with 2-3 years of administrative experience.

Job Summary:

Administrative Assistant is responsible to perform a variety of office, administrative, and support duties and deliver high-quality services to internal and external clients, exhibiting commitment to integrity and excellence. This position will also serve as the receptionist. The position requires thorough knowledge of all firm and practice specific administrative processes and procedures, information technology systems, research tools and a broad-based understanding of the clients, matters and associated practices. The scope of responsibilities includes prioritizing, managing and following through on multiple projects, and communicating effectively, courteously and professionally with clients, court personnel, attorneys, staff, and peers. Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Essential Duties and Responsibilities:

- Promptly answer Firm phone calls and emails, efficiently respond to or forward client questions to the appropriate department.
- Display hospitality while greeting clients and visitors in a friendly manner and determine the reason for their visit.
- Assist attorneys and staff with client and Firm appointments and depositions, including conference room setup and coordination with IT for video setup as needed.
- Assist the Emergency Preparedness Committee when requested, including following safety protocols and tracking employees and guests in our office space.
- Greet and assist the couriers, messengers, and building personnel with their deliveries and work orders. Enter building work orders upon request.
- Receive, sort, and date stamp incoming mail and packages, open all envelopes and packages before notifying the Office Services Clerk to distribute these items to the person to whom they are addressed unless items are marked personal.
- Manage and refill Firm supplies, notify the Office Administrator when low for reorder.

- Assist the Office Administrator on special projects and complete general office tasks, including data entry, copying, filing, and faxing various documents at the request of law firm personnel.
- Collaborate with billing department in all aspects of the billing cycle, including but not limited to the review of client billing for accuracy, edits to content/grammar; resolution of billing problems; and efficient changes to the process.
- Prepare attorney expense reimbursements and process client-related vendor invoices for payment.
- Create hearing, deposition, and trial binders.
- Sort, open, prioritize and route incoming mail. Prepare outgoing mail including U.S.P.S., U.P.S. and Federal Express. Coordinate messenger pick-ups and deliveries when necessary.
- Coordinate attorneys' firm and client-related meeting set-ups, including but not limited to conference calls, zoom meetings and in-person meetings.
- Maintain calendar and contacts for attorneys which include meetings, calls, deadlines, etc.
- Maintain physical files and electronic filing system via NetDocs.

** This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

Education and/or Experience

- High School / Equivalency Diploma
- Basic proficiency in Microsoft Office, including skilled typing ability and knowledge of personal computers, hardware, software, and related applications.

Required Skills/Abilities:

- Minimum of 2 year of law firm experience.
- Experience with supporting a litigation practice, including court rules, and e-filing procedures.
- Must have strong ability to format documents in MS Office programs including Word, Excel, and PowerPoint.
- Proficiency in Outlook and database applications and ability to adapt to new software programs.
- Strong organizational skills, attention to detail, the ability to balance multiple tasks in a fast-paced environment, and the ability to manage confidential information with discretion.
- Excellent written/verbal communication skills, strong interpersonal skills, and the ability to work independently and as part of a team.
- Ability to prioritize and balance competing demands and meet deadlines in a fast-paced professional environment.
- High degree of motivation, with driving sense of responsibility, accountability, and responsiveness.
- Flexible and willing to work hours needed to fulfill the responsibilities of the position.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Salary Range:

\$70,000-\$75,000

*Salary will be determined based on the candidate's experience and skillset.

The position is full-time non-exempt and requires standard employment screens, including a background check of educational, employment, and criminal histories. RSHC offers a comprehensive benefit package which includes medical, dental, vision, life insurance, short-term and long-term disability, and 401k.

RSHC is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. RSHC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

No calls or solicitations from recruiters accepted.