



ADMINISTRATIVE ASSISTANT

THE FIRM

Telecom Law Firm, PC is a specialized telecommunications law firm representing corporate, government and private clients in transactional, regulatory and land use matters involving wireless siting, wireless leasing, lease sales, fiber optics, wide area network agreements, and telecom site agreement enforcements. Our clients are located throughout the U.S.

THE POSITION

Seeking an experienced administrative assistant to provide support for three attorneys including: scheduling and juggling priorities; drafting, typing correspondence and memoranda; scheduling appointments; calendaring and tracking deadlines, ordering supplies, handling of daily mail and travel arrangements. We seek exceptional people who want to become a part of our team. If you are motivated by job challenges and personal growth, then this could be the right place for you.

Primary Responsibilities

- Skilled at proofreading, spelling, proper use of grammar and punctuation
- Organize and prioritize workload, use judgment in decision making to adequately and efficient meet all deadlines
- Schedule, confirm and update all meetings and phone calls
- Schedules all travel (air, hotel, ground transportation) both domestic and international
- Transcribe meeting notes and phone calls, type correspondence, forms, and reports
- Process and organize mail, including FedEx shipping
- Must possess flexibility
- Other duties as needed

THE CANDIDATE

Must have strong administrative, organizational and interpersonal skills; be highly detailed; able to multi-task; prioritize; and manage technology.

Qualifications

- Bachelors' degree preferred
- 2 to 4 years of administrative support experience or in similar role
- Outstanding time-management and organizational skills
- Proficient in note taking and typing skills
- Excellent internal and external written and verbal communication skills
- A quick-learner, self-starter, and attention to detail
- Proficient in Microsoft Office, familiar with Clio and Worldox a plus
- Reliable transportation