



The Richmond office of Kaufman & Canoles seeks a qualified **Legal Assistant** to perform a variety of administrative duties in support of Attorneys on the Securities Team. Must possess a minimum of three years' relevant work experience or a combination of relevant work and educational experience, proficiency in Microsoft Office 2016, and typing skills at a level of 65 WPM. Exceptional organizational skills and meticulous attention to detail are essential.

**RESPONSIBILITIES:**

- ... Acts as liaison between current and potential clients and the attorneys by maintaining continual communications via email, telephone, and in person. Follows up with clients regarding status of cases, appointments, billing, etc.
- ... Prepares routine correspondence, reports, letters, compliance and ethics handbooks, contracts, and other documents.
- ... Maintains attorneys' calendars; schedules and follows up on all appointments
- ... Arranges attorneys' travel arrangements.
- ... Opens, organizes, maintains, and closes paper and electronic client files.
- ... Creates binders to organize and index all documents for a particular case.
- ... Prepares and sends billing statements monthly.
- ... Inputs timekeeper data.
- ... Performs a variety of other administrative tasks as assigned.

## **QUALIFICATIONS:**

- ... Bachelor's degree preferred.
- ... Minimum of three years' relevant work experience in a professional office setting or a combination of relevant work and educational experience.
- ... Prior experience in public company securities law, representing foreign and domestic companies preferred.
- ... Proficiency in Microsoft Office 2016, time and billing software, dictation/transcription software, and document management software. Typing at a level of 65 WPM.
- ... Familiarity of legal terminology.
- ... Demonstrated meticulous attention to detail and proofreading skills.
- ... Exceptional organizational skills with the ability to multi-task and meet tight deadlines.
- ... Excellent verbal and written communication skills.
- ... Ability to work successfully within a fast pace collaborative team environment.
- ... Operational knowledge of standard office equipment including copier, scanner, and telephone.
- ... Demonstrated proactive approach to problem-solving with strong decision-making capability.
- ... Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of client service and response.
- ... Ability to establish and maintain effective working relationships with clients, attorneys, co-workers, and other outside professionals.
- ... Ability to work overtime and outside of normal working hours as needed to support client matters.

## **BENEFITS:**

We offer a competitive salary and a comprehensive benefits package. Benefits include: medical, dental, vision, life insurance, 401(k)/profit sharing, paid time off, and long term and short term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.