



Corporate and Real Estate Administrative Assistant

Support the delivery of quality legal services to clients by providing specialized administrative assistance to assigned attorneys and legal personnel pertaining to all aspects of the Corporate and Real Estate practice areas. The assignment involves multi-tasking, complex document production, substantial administrative functions, and client contact, and requires a high degree of executive secretarial and technical skills.

This role also is responsible for assisting the corporate and nonprofit practice groups in the formation of entities and in all aspects of corporate formations, transactions and ongoing maintenance, including the preparation of documents necessary to comply with federal and state law in the conduct of business and nonprofit activities.

Our Legal Administrative Assistants support two-to-three attorneys or other legal personnel as a primary assignment and provide back-up support to other legal personnel as requested. The right candidate will demonstrate professionalism in all internal and external interactions with clients, co-workers, and third-party affiliates. The position maintains strict confidentiality in all client and firm matters.

A successful candidate will possess the following skills:

- Associate degree or better and ten or more years progressive legal secretarial experience preferably in the Corporate or Real Estate practice areas. Specifically, experience with commercial and residential real estate closings.
- Proficiency in MS Office Suite including, Word, Excel, Outlook, PowerPoint, and Adobe Acrobat.
- Familiarity with Greater Boston Real Estate Board forms and AIA architectural documents preferred but not required.
- Excellent interpersonal, verbal, and written communication skills. Ability to communicate with courtesy and diplomacy. Efficiently follow written and verbal instructions. Maintain effective relationships with a diverse group of attorneys, clients, staff, and outside contacts with discretion and strict confidentiality.



- The applicant must be a dependable team player who works collaboratively and cooperatively with others in a team-oriented environment. Volunteers to assist with overflow assignments. Exhibits a positive, supportive attitude at all times. Ability to act independently and make decisions within the scope of the position's responsibilities.

About Hemenway & Barnes LLP

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients. As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors and attorneys.

To Apply:

Qualified candidates may send their resume, in confidence, to the address hr@hembar.com.