

Legal Administrative Assistant Floater

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.

Job Description

Hemenway & Barnes LLP is seeking a Legal Administrative Assistant Floater. The Legal Administrative Assistant Floater provides interim coverage for legal secretaries to provide continual and reliable support to the attorneys and the firm. Assignments may be short-term for just the day, or prolonged for several days at a time.

Responsibilities:

- Perform general administration and secretarial tasks such as typing and proofreading documents, maintaining files and answering phones.
- Organize and maintain attorneys calendars, including travel arrangements and scheduling meetings
- Open new client matters
- Client billing and related forms
- Prepare and submit expense reports
- Input and/or update attorneys time entries
- Act as backup to other legal secretaries to support additional attorneys or paralegals when necessary to assist with overflow work

Qualifications:

- Associates Degree preferred
- 3+ years administrative experience
- Preferred candidate will have experience in multiple areas of practice including: litigation, real estate, corporate, private client and estate planning.
- Strong organizational skills with great attention to detail
- Strong written and verbal communication skills
- Works effectively, calmly and quickly under pressure in a fast paced environment
- Ability to prioritize and multi task
- Ability to work independently as well as part of team
- Ability to maintain and handle confidential information
- Proficient with Microsoft Office Suite; strong emphasis with Excel.
- Experience working with a Document Management System



Career Opportunities

Hemenway & Barnes LLP is an Equal Opportunity Employer dedicated to creating and maintaining a diverse, equitable, and inclusive environment for our employees and surrounding communities alike.

We strongly encourage applicants with varied personal and professional backgrounds to apply for positions.

If interested, please send your resume to HR@hembar.com