

Executive Assistant (DE Office)

FLSA Status: Non-Exempt

Reports to: Partner

Hours: 9:30am to 5:30pm with flexibility for overtime

Prestigious Plaintiffs' law firm seeks Executive Assistant for our Delaware Office partners and other senior attorneys. The qualified candidate will have 3+ years of experience working as an Executive Assistant to the Managing Partner or Chairperson, and 3+ years of experience in a law firm environment, including supporting multiple attorneys simultaneously. We are looking for a candidate interesting in a job growth opportunity. Experience with litigation and/or class action securities would be optimal. This position is a five-day a week in-office role.

Responsibilities Include:

- ✘ Must display professionalism and integrity, and maintain the highest ethical standards and confidentiality;
- ✘ Must be reliable and punctual;
- ✘ Must pay close attention to detail and understand written & oral instructions;
- ✘ Must be pro-active and highly organized and efficient with the ability to multitask and prioritize multiple time-sensitive projects, and complete those projects on a timely basis;
- ✘ Must have excellent written and verbal communication skills, including command of English usage, spelling, grammar, punctuation, and report & letter writing skills.
- ✘ Must have ability to effectively & tactfully communicate in a polished and professional manner with persons on all levels, whether in person, over email, or by phone.
- ✘ Must have a high level of proficiency in all MSOffice 2010 applications (including styles and advanced Word functions, Outlook calendaring/meetings and contacts management with a minimum of intermediate level knowledge of Excel).
- ✘ Balance multiple priorities by considering risk, importance, and urgency; and
- ✘ Assimilate unfamiliar issues rapidly and anticipate/resolve potential problems.

Knowledge and Skills Requirements:

- ✘ Learn/maintain knowledge of attorneys' practice and client/matter history;
- ✘ Answer calls for DE Partner and main phone line in DE office;
- ✘ Arrange and manage attorneys' calendars, including scheduling meetings, lunches and travel;
- ✘ Entering attorneys' time and expense reimbursement requests;

- ✘ Assist in projects and handle delegated sensitive and emergent emails and calls from clients, court personnel and other contacts of assigned attorneys;
- ✘ Organize and maintain electronic and paper client files and keeping filing up-to-date;
- ✘ Assist attorneys in managing their competing priorities by proactively assuming responsibility for items that can be delegated and rescheduling attorneys' commitments to be more effective;
- ✘ Assist attorneys in assuring timely completion of assigned projects as needed; and
- ✘ Growth opportunity in the following office managerial areas:
 - Ongoing efile training of Junior Paralegals and CLE/Attorney yearly registrations;
 - Maintain monthly bank statements, prepare check requests, and request deposits;
 - Office onboarding for all new hires in the DE office; and
 - Manage DE office facilities, including but not limited to security keycards, copy machine maintenance, and communications to and from the building/landlord.

Please submit your resume and cover letter to careers@labaton.com.