

A small, downtown Seattle-based law firm, is in need of capable, motivated, and diligent legal administrative assistants to support our fast-paced law practice. We are growing and are in need of two Legal Administrative Assistants! The Full-time role will work Monday through Friday, 8:30 am to 5pm & our Part-Time role will work Monday through Friday, 1pm to 5pm.

Here's what you'll be doing:

- Process incoming and outgoing mail and legal filings
- Ensure compliance with filing and reply deadlines
- Track and maintain deadlines and schedules
- Calendar management
- Scheduling medical legal conferences, depositions and trial testimony
- Other overflow tasks/projects as needed

Here are the skills you'll need:

- HIGH attention to detail
- Detailed organization
- Ability to work under pressure and meet tight deadlines
- Ability to multi-task and take on several projects
- Ability to focus and follow through on tasks and projects in a fast paced work environment
- Excellent listening, verbal and written communication skills
- Articulate and a team player

Requirements:

- 2 to 3 years of administrative experience in a legal setting is highly preferred
- Experience with a case management system such as Needles or TimeMatters is a plus
- High proficiency in MS Suite, specifically Word, PowerPoint , Excel and Outlook

Amazing Benefits

We offer competitive compensation and excellent benefits including firm paid health insurance and ORCA pass.

How to Apply

If you would like to be a part of a growing company that values their employees and is all about teamwork, submit your cover letter, resume and salary requirements to jobs@allthings-hr.com.