



Part-Time Legal Administrative Assistant Positions Available

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 a Part-Time Legal Administrative Assistant! The 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.