



Administrative Assistant

Full-time

\$30,000 annually

Arlington, VA

Position Summary

An Arlington, VA based firm specializing in estate, incapacity, and life-care planning for the elderly is seeking an Administrative Assistant to support their social workers and paralegals with administrative functions. The Administrative Assistant will be an integral member of the team responsible for calendar management, legal document processing, client support, and document drafting. Qualified talent for this position will possess two (2) years' administrative experience, preferably in a legal setting. This position is ideal for eager individuals interested in medical, tax, or real estate law.

Responsibilities

- Organize and schedule meetings and appointments for social workers and paralegals
- Assist in the preparation of reports, memos, and correspondences
- Respond to routine emails and letters promptly and professionally
- Oversee electronic and paper-based files and records
- Submit and reconcile expense reports
- Perform general administrative duties including photocopying, faxing, mail distribution and filing

Qualifications

- At least two (2) years' experience in an administrative role; Bachelors degree and experience in a law office preferred
- Excellent organizational skills with demonstrated experience streamlining and improving systems and processes
- Skilled in Microsoft Office Suite, including MS Word, PowerPoint, Access, and Excel
- Solution- and detail-oriented with strong ability to multitask and work under pressure
- Sincere passion for philanthropy; interest and experience with environmental conservation a plus
- Ability to commit to a Monday to Friday, 9:00am - 6:00pm ET schedule