

The Norfolk office of Kaufman & Canoles seeks a qualified **Legal Assistant** to perform a variety of administrative duties in support of the Firm's Chairman. Candidates must possess a minimum of four years' relevant work experience, proficiency in Microsoft Office, and typing skills at a level of 65 WPM. Exceptional organizational skills and the ability to establish and maintain positive and effective working relationships with clients, team members, and community organizations are essential.

RESPONSIBILITIES:

- Delivers superior client service and acts as liaison between clients and the attorneys by maintaining continual communications via email, telephone, and in person.
- Follows up with clients regarding status of matters, appointments, billing, etc.
- Serves an important role by handling potential clients in a confident, professional manner and with a high level of comfort.
- Works effectively in a team environment with primary attorneys and legal assistants and, at times, with other attorneys.
- Prepares routine correspondence, forms, agreements, letters, and other related documents.
- Maintains attorney's calendars; schedules and follows up on all appointments requested by clients and team members.
- Opens, organizes, maintains, and closes paper and electronic client files.
- Prepares and sends billing statements monthly.
- Inputs timekeeper data.
- Monitors incoming attorney email to assist attorneys with establishing priorities and to assist as appropriate with client or community inquiries while attorneys are in extended meetings or out of office.
- Coordinates various events related to attorney community leadership roles in coordination with the staff of the related organization.

QUALIFICATIONS:

- High school diploma or equivalent required, college degree preferred.
- Minimum of four years' related experience required.
- Prior experience as an executive assistant preferred.
- Proficiency in Microsoft Office, time and billing software, dictation/transcription software, and document management software. Typing at a level of 65 WPM.
- Exceptional organizational skills with the ability to work independently, multi-task, and meet tight deadlines.
- Proven meticulous attention to detail and proofreading skills.
- Exceptional verbal and written communication skills.

- Ability to establish and maintain effective working relationships with clients, potential clients, attorneys, co-workers, and other outside professionals.
- Proven ability to handle confidential information with absolute discretion and utmost confidentiality, be adaptable to various competing demands, and demonstrate the highest level of client service and response.
- Ability to present a professional appearance and demeanor in the workplace and in interactions with clients and community leaders.
- Ability to work collaboratively with attorneys and client teams.

BENEFITS:

We offer a competitive salary and a comprehensive benefits package. Benefits include: medical, dental, vision, life insurance, 401(k)/profit sharing, paid time off, long term and short-term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.