

Legal Administrative Assistant

Job Site: Downtown Houston, TX

6 month project

Salary: \$25 an hour

Legal Administrative Assistant (Bilingual in Spanish and English)

MUST be Bilingual in oral and written

Responsibilities for this position may include:

- Handles all administrative assistant responsibilities for assigned attorneys and legal analysts, including but not limited to: managing calendars in Outlook, coordinating meeting logistics, preparing pre-read, creating presentations, creating and updating matters in the matter management system, setting up new vendors, processing invoices, requesting settlement payments, preparing correspondence, etc.
- Creates, formats, and revises legal documents and proofreads them to ensure accuracy and consistency.
- Coordinates domestic and international travel logistics. Manages processing of visas and passports where required for international travel. Prepares detailed itineraries. Provides background information for meetings and trips. Tracks and gathers related expenses and compiles expense reports in expense tracking system.
- Sets up and maintains files, indexes and prepares files for offsite storage, uploads documents into SharePoint, and performs general clerical duties.
- Maintains effective communications with peers, attorneys, managers and leaders.
- Provides back-up/relief to other legal assistants.
- Handles special projects as requested.

Required Qualifications:

- High School degree or equivalent.
- 5+ years secretarial/administrative experience in a law firm or in-house legal department.
- Fluent in Spanish (written and oral), with the ability to translate and edit correspondence and contracts, process invoices, and communicate with law firms in Latin America.
- Must maintain confidentiality at all times.
- Able to effectively communicate (written and oral) with all levels of the organization to effectively convey ideas.
- Demonstrated ability to take initiative, prioritize and meet deadlines; must be self-motivated.
- Able to multi-task, anticipate needs and follow through on assigned tasks.
- Strong organizational skills and attention to detail are crucial.
- Able to problem solve and use good judgment in making sound decisions quickly.
- Proficiency in MS office applications: Outlook, Word, PowerPoint, Excel.
- Good attendance record

Preferred Qualifications:

- Experience with SharePoint.
- Experience with e-billing and matter management systems.
- Experience setting up vendors in a payment system.

***NOTES ***

Position is open due to needing more support to attorneys. This resource will be supporting Houston and potentially San Ramon. Potential extensions based on performance. Interview process will include potentially one in person interview. This resource needs to have experience supporting attorneys such as proofreading, red lining, compare/contrast documents, booking travel in a professional setting. Per the manager, everything that is listed in the responsibilities will want this resource to have experience in. Will also need to be bilingual in Spanish, oral and written. Nice to have: SharePoint experience - ebilling. Ideally manager will like to see resource have litigation experience.

Email resume in WORD FORMAT to:

Contact:

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