

Job Description: Administrative Assistant

About Us:

Spiros Law is dedicated to providing exceptional legal representation for those who have been seriously injured. Our clients come to us when their lives have been turned upside down. They are often experiencing serious pain, grief, and financial hardship. Our team of exceptional attorneys and staff are passionate about changing our client's lives, making a real tangible difference, and fighting for the underdog. We are committed to providing compassionate, personalized, and high-quality legal representation. We understand that this is a calling and not a job. Learn more about what we do and our core values at <https://www.spiroslaw.com/join-the-team/>

Position Overview:

We are looking for a highly motivated administrative assistant to join our already stellar team. Are you an optimist? Do you like changing lives? Making a difference? Do you cheer for the underdog? Us, too. Our administrative assistants work in a collaborative environment providing support to our attorneys and clients. Together our team helps our clients through some of the most critical and difficult times in their lives. Administrative assistants are provided training, support, and guidance along the way to ensure they can independently manage their day-to-day responsibilities including opening and managing electronic files, working in a web-based environment, editing and creating electronic documents, and scheduling meetings and calls. The sky is the limit in terms of the growth and learning opportunities of our administrative assistants. We are a law office, but non-legal experience is welcomed and encouraged. If you have a strong work ethic, are motivated to achieve goals, and have an excellent ability to complete work with efficiency, confidentiality, accuracy, flexibility, and positivity, we are looking for you!

Responsibilities:

- A willingness to take on any task that needs attention in order to support our clients, attorneys, and team as a whole.
- Communicating with co-workers, clients, vendors, and others in a multifaceted environment (phone, email, text, direct messaging, and within electronic files).
- The desire to work on a great team, while completing job responsibilities with independence.
- Ensuring regular communication with the attorney to relay key details and information and ensure both you and the attorney are provided direction and support.
- Working in and organizing a fully integrated electronic data and file management environment.

- Preparing complex electronic PDFs (redaction, creation, hyperlinking, fillable forms, electronic signatures).
- Preparing complex Word and Excel documents (formulas, tables, hyperlinks, embedded photos, and video).
- Preparing well-organized, detailed, and dynamic PowerPoint presentations.
- Review data, file management environment, and client issues with an eye toward solving problems and finding solutions to improve efficiency, effectiveness, communication, and outcomes.
- Uphold confidentiality and handle sensitive information with discretion.
- Calendar and task management including scheduling meetings and appointments and ensuring the calendar (and attorney) is informed of all necessary details and reminders.
- Manage and address incoming phone calls, emails, texts, and documents. Respond as appropriate and loop in necessary individuals when necessary.
- An ability to adapt to change and an understanding that every day is different. Every client is unique. Every problem requires critical thinking and a fresh approach.

Qualifications:

- A desire to learn, grow and develop a long-term career.
- No specific education is required. If you have a desire to learn, grow and develop a long-term career, this may be the position for you. Have some college, an associate or bachelor's degree in an unrelated field? Sounds good to us. We value a team with varied backgrounds and experience.
- A well-rounded understanding of Microsoft Office (Word, Excel, PowerPoint, Outlook) and PDF editing, Canva, and other software is appreciated. At a minimum, a willingness, desire, and ability to learn to use technology.
- Must enjoy talking to people - both in person and on the phone.
- A keen eye for detail, editing skills, and the ability to solve complex problems
- Reliability and Consistency, you are our backbone. This includes being there for the attorneys, the clients, and the entire team. We promise to be there for you too.
- Problem-solving skills and ability to think on your feet (we are always here to brainstorm right alongside you or answer questions on the fly)
- Anticipate needs and eliminate friction at work and home whenever possible. This means you know how to stay five steps ahead of your attorney, clearing the path for him to make their greatest contribution.
- Affinity for Technology. Our assistants will not be intimidated by learning new technology.

If you are a proactive and reliable individual who thrives in a fast-paced administrative role, we want you to apply. Think you're not the perfect candidate? Set aside your doubt. If you're

excited about the opportunity, just apply. Submit your resume and a cover letter explaining why you'd love to join us.

Benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Retirement Plan
- Paid Time Off
- Quarterly Bonus Program
- Salary Range: \$37,500-\$50,000 per year