

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 clients' 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 just a job.

Position Overview:

We are seeking a highly organized, tech-savvy, and strong leader to join our team as a **Legal Assistant**. 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. In addition to handling administrative and legal assistant duties, this individual will play a pivotal role in leading the members of our office, ensuring the smooth operation of our office, and being a champion for our case management software. 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!

Our Core Values:

- **No Compromise:** We do not back down in the face of adversity and client interests always outweigh our own; we carefully evaluate and balance facts and emotions as well as risks and rewards when making decisions to maximize the value for our clients.
- **Team first, always:** We bring a 'we versus me' approach to work and align our individual and collective actions with firm goals; we value the power of team interaction and recognize that each team member possesses his or her own strengths and contributes to the team's success; we support each other's efforts, are loyal to one another and care for each other both personally and professionally.
- **Passion for people:** We view every interaction as an opportunity to make a meaningful impact on someone else; we demonstrate compassion, empathy and understanding for

all even if our background and beliefs differ; we actively listen, are present and help connect the dots for others as we focus on finding the best solutions.

- **Excellence every time:** We obtain the best possible outcome in the least wasteful manner by doing things right the first time, working together in balance by being focused yet fast, practical yet economical, and flexible yet simple, always understanding that details matter.
- **Integrity and Accountability:** We believe in doing what is right without expecting anything in return or compromising the truth; we own our actions regardless of the outcome and we treat firm resources as if they were our own.
- **Keep Raising the Bar:** We measure our collective and individual success against our past successes and learn from our victories and mistakes; we keep current on events and explore new and cutting-edge ideas to hone our craft; we aren't afraid to try new things and embrace a learning mindset if things don't turn out as we intended.
- **Develop Your Craft, Every Day:** We are committed to our established processes and drive our own performance by modeling a personal commitment to always challenge ourselves to improve through innovation, planning, collaboration and teamwork.

Key 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 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 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 different. Every problem requires critical thinking and a fresh approach.
- Leverage technology to improve processes, communication, and decision-making.

Qualifications:

- Demonstrates strong decision-making skills, guiding teams toward achieving firm goals.
- Inspires and motivates team members to perform at their highest potential.
- Cultivates a culture of accountability and continuous improvement.
- Analyzes complex issues and identifies effective solutions.
- Shares knowledge and resources to foster team success.
- Builds strong relationships within the team to enhance productivity and morale.
- A well-rounded understanding of Microsoft Office (Word, Excel PowerPoint, and Outlook), PDF editing, Canva, and other software is appreciated.
- 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 the 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 5 steps ahead of your attorney, clearing the path for them to make their greatest contributions.
- Affinity for technology. Our assistants will not be intimidated by learning new technology.

How to Apply:

Do you exemplify our core values? 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 to Jamie Ellars at jellars@spiroslaw.com 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: \$38,000-\$50,000 per year