



<https://sales-executives.com/job/legal-administrative-assistant/>

## Legal Administrative Assistant

### Description

*What a Law Firm Should Be*, is not just our tagline, it is what we live every day. We strive to create an environment where our team members are encouraged to bring their creativity and professional passions into the workplace so that they can thrive. Are you a people person who has a keen eye for detail, thrives in a professional environment and wants to be part of a dynamic team? We have the perfect role for an engaging professional like you!

Polsinelli seeks a candidate to immediately fill a **Legal Administrative Assistant** position in the Corporate department in their Nashville office. ***This role will require the candidate to be in office 5 days a week.***

### Qualifications

Successful candidates for this position must possess 3+ years of relevant experience in a law firm. Previous experience in corporate and transactional law preferred.

Candidates will be expected to possess or demonstrate:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with meticulous attention to detail
- Very strong interpersonal skills and the ability to build relationships with management and staff
- Expert-level written and verbal communications skills
- Strong decision-making capability
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Recognizing issues and proposing solutions to attorneys and other professionals

Candidates must be extremely proficient in working with the Microsoft Office Suite (Word, Outlook, Excel, PowerPoint), particularly Outlook. Experience working with the following programs is beneficial: Interaction, iManage, Chrome River Intapp and Internet search engines. New technology/systems may be introduced from time-to-time, and so the candidate must be willing to learn and become proficient in news systems and software.

**Experience ....3 year(s): Relevant experience in a law firm. Previous experience in corporate and transactional law is preferred.**

### Contacts

If you have the above experience and would like to talk more about this opportunity, please send your resume in WORD (much preferred format) to [cindy@sales-executives.com](mailto:cindy@sales-executives.com).

### Hiring organization

Sales Executives

### Employment Type

Full-time

### Date posted

November 25, 2024