



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

## Legal Assistant Corporate

### Description

Our client law firm is in a major growth mode, already up to 24 attorneys in (2) years, having opened their Music Row, Nashville office, 15 locations nationwide, based in California. They are a full-service business law firm and have an immediate need to add a progressive and experienced litigation legal assistant.

### Responsibilities

The following list of responsibilities for this position includes but is not limited to:  
Work closely with a team of (3) established attorneys, providing legal administrative support.  
Draft, format, proofread, and finalize legal documents, including pleadings, motions, and discovery responses.  
File documents with courts electronically, ensuring compliance with state and federal filing deadlines and procedures.  
Serve as a professional point of contact for clients, opposing counsel, court personnel, and vendors.  
Respond to inquiries and relay accurate messages to attorneys promptly.  
Manage attorneys' calendars, coordinating court dates, depositions, client meetings, and other key deadlines.  
Schedule and confirm appointments with clients, witnesses, and court reporters.  
Prepare expense reports and manage billing-related documentation.  
Monitor deadlines and follow up on outstanding tasks to ensure timely completion.  
Ad-hoc administrative assignments as needed.

### Qualifications

High School Diploma or equivalent is required. Bachelor's degree is a plus.  
5+ years of litigation experience, preferably supporting multiple attorneys in a mid-size to large law firm or a similar environment.  
Must have exposure in submitting documents and files to TN State and Federal Courts.  
Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).  
Experience with legal document management software, such as iManage.  
Familiarity with legal terminology, processes, and protocols.

### Contacts

Work Environment  
The Firm hybrid policy allows for four (4) remote workdays per month (subject to change). The remaining days require in-office attendance in the Chicago office.  
The office environment is professional, collaborative, and focused on supporting high-stakes legal work in a law firm....yet has a cool culture and breakfast every Friday!  
Overtime may be required on an as-needed basis.

### Hiring organization

Sales Executives

### Employment Type

Full-time

### Industry

Legal

### Date posted

May 26, 2026