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Legal Assistant Construction

Description

The Legal Assistant is a critical member of the litigation team, providing high-level administrative and organizational support to multiple litigation attorneys. This role ensures smooth and efficient management of legal cases by assisting with document preparation, case coordination, scheduling, and communication with clients and court officials. The ideal candidate is highly organized, detail-oriented, and capable of thriving in a fast-paced environment while handling sensitive legal matters with the utmost discretion. Involvement with construction area of law is ideal for this position, but not required.

Responsibilities

Essential Functions

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

Required Skills and 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.

Job Benefits

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

