Zahn Law Global, LLP

Job Title: Administrative Assistant

Location: Zahn Law Global, 950 Third Ave, 11th floor
Schedule: Tuesdays, Wednesdays, Thursdays, 9:00 AM - 5:00 PM
Hourly Salary: $16.00
Job Type: Part-time

Responsibilities:

1. **Data Entry:**
   - Support attorneys and firm professionals with accurate and timely input of contact information (for client centers of influence) into the firm's database.
2. **Photocopies:**
   - Handle photocopying tasks and filing legal documents and correspondence on firm's Share Point system.
3. **Mail Handling:**
   - Regularly pick up and distribute incoming mail from 757 Third Ave, 20th floor
   - Assist in organizing and sending outgoing mail.
4. **Document Scanning:**
   - Scan and digitize important legal documents for record-keeping.
5. **Support All Practice Areas:**
   - Assist the Estate Planning team in organizing and managing documents.
   - Coordinate with team members to ensure smooth workflow.
6. **General Administrative Support:**
   - Perform routine administrative tasks to contribute to the smooth operation of the office.
   - Maintain office supplies and ensure a tidy and organized workspace.
7. **Communication:**
   - Handle phone calls and emails professionally and direct them to the appropriate personnel.

8. **Collaboration:**
    - Work collaboratively with other administrative staff to ensure cohesive support for the entire firm.

Qualifications:

- Must have previous administrative or business experience.
- Previous experience working in a law firm, understanding legal terminology and processes is a plus.
- Strong organizational and multitasking skills.
- Attention to detail and high accuracy in data entry.
- Excellent communication and interpersonal abilities.
- Proficiency in MS Office Suite and basic computer skills.

Note: This job description is not exhaustive and may be subject to change based on the needs of the law firm.

Please send resume and cover letter to **HR@zahnlawglobal.com**.