



Position: Legal Administrative Assistant
Department: Administration
Reports to: Director of Human Capital and Resources
Status: Full-Time, Non-Exempt
Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m., unless otherwise approved, 30-minute lunch
Location: Philadelphia, Hybrid, 3 days in-office per week

GENERAL SUMMARY

The Legal Administrative Assistant performs a variety of administrative support duties and delivers high-quality services to internal and external clients, exhibiting commitment to integrity and excellence. The scope of responsibilities includes prioritizing, managing and following through on multiple projects for multiple attorneys in our corporate practice group, heavy scheduling and meeting coordination, client intake, billing, and communicating effectively, courteously and professionally with clients, attorneys, staff and peers.

ESSENTIAL JOB DUTIES

- Maintain complex and extremely detailed calendars and prioritizes meeting requests and related logistics
- Coordinate internal/external meetings, Zooms and conference calls
- Compile and process a high volume of attorney bills to clients
- Review and edit pre-bills in response to attorney requests
- Organize and maintain filing and retrieval systems
- Open, maintain and close client files
- Handle extensive client contact, both via phone, email, and in-person
- Prepare and draft a variety of transactional and corporate governance documents
- Provide backup coverage in the absence of other legal support staff
- Ad hoc duties, as assigned

QUALIFICATIONS

- Strong initiative, ability to exercise sound judgment, work independently and make decisions on behalf of attorneys
- Excellent interpersonal and client service skills with proven record of building effective relationships with both internal and external clients



- Excellent administrative and organizational skills and attention to detail; ability to prioritize tasks and juggle multiple priorities
- Experience with maintaining calendars and scheduling meetings and travel
- Strong written and verbal communication skills, with proficiency in grammar and spelling
- Proficiency with the Microsoft Office Suite (Outlook, Word, Excel and PowerPoint), Internet research skills, time entry and billing software, and document management systems
- Proactive work style and analytical skills: able to read, research, review, verify and route correspondence, reports and legal documents
- Prior experience with administrative assistance or office administration in legal or other professional service organizations preferred.
- Ability to work overtime as required (possibly evenings, weekends, and holidays)

RCCB is an equal opportunity employer committed to fostering workplace diversity. The firm encourages applications from a diverse pool of candidates, and does not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, veteran status, or any other federal or state protected classification.