Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Legal Administrative Assistant-T	**Job Category:**	Non-Legal
Department/Group:	Unassigned	**Posted By:**	Gina Emery-Duplechan
Location:	1735 Market Street, Philadelphi	**Travel Required:**	N/A
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	3/7/2019
Reports to:	Practice Support Manager	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail:

215.525.5096

Attention:

Gina Emery-Duplechan

Mail:

1735 Market Street
Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr LLP is seeking a detail-oriented Legal Administrative Assistant to work 2:00 p.m. to 10:00 p.m. on our Attorney Support Team in Philadelphia.

The ideal candidate will be entrepreneurial in sprit, energetic, thorough, and detail-oriented. Candidates should have an understanding of the cycle of a transaction, work efficiently and like being an active member of a team. The selected individual must be very organized, have superior technical skills, good time management and communication skills, the ability to exercise initiative and judgment, manage multiple priorities and work in a fast-paced environment.

Duties:

Skills/qualifications:

This is a fast-paced position and requires a high degree of proficiency with Microsoft Office programs, such as Word, Excel and Outlook. Must be advanced to expert in Microsoft Word, can format legal documents, create tables of contents, run blacklines and know how to use styles and templates. Experience with a document management system a plus.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]