

Firm/Company Name SHERMAN, SILVERSTEIN, KOHL, ROSE & PODOLSKY

(Send copy of firm logo for posting)

Job Title [Position]:	LEGAL SECRETARY	Job Category:	STAFF; NON-EXEMPT
Department/Group:	COMMERCIAL REAL ESTATE	Posted By:	Lisa Herman
Location:	Moorestown, NJ	Travel Required:	NO
Level/Salary Range:	\$45K - \$58K	Position Type:	[i.e.: full-time, part-time, etc.] FT - 4 or 5 days/wk
HR Contact:	Lisa Herman	Date posted:	1/29/19
Reports to:	Shareholder & Firm Administrat	Posting Expires:	[i.e., 30-days] 20

Applications Accepted By:

Fax or E-mail:

lherman@shermansilverstein.com

Attention:

Mail:

Job Description

Brief Summary:

Legal Commercial Real Estate Secretary is needed for a busy practice. This person is the right hand person to the attorneys providing the support needed for the timely, complete and accurate contracts and additional paperwork for these large transactions.

The right person will have at least 5+ years working primarily in transactional legal support and must demonstrate a professional manner. Please submit a cover letter with your salary requirements along with your resume.

Duties:

Ability to multitask: there are multiple transactions being worked simultaneously so strong organizational skills are very important. Duties include reviewing, making corrections, completing documents for the transaction, maintaining accurate paper and electronic files, duplicating docs for closing binders as well as managing phone calls and doing follow up for documents as needed. Occasional front desk phone coverage is needed (approx 1 hour/2 weeks).

Skills/qualifications:

Strong WORD skills including Templates and Styles. Experience with a document management system, preferably iManage, solid overall experience with appropriate technology such as efilng, uploading files to third party sites etc.

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