Firm/Company Name Ballard Spahr LLP

(Send copy of firm logo for posting)

Job Title [Position]:	Legal Administrative Assistant	**Job Category:**	Other Legal Positions
Department/Group:	Real Estate department	**Posted By:**	Gina Emery-Duplechan
Location:	Center City Philadelphia	**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:**	4/13/2022
Reports to:	Director of Office Administration	**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, a national law firm with 15 offices across the country, is seeking a Legal Administrative Assistant (LAA) to join our Real Estate department in the Philadelphia office. While not essential, preference will be given to candidates with a work schedule of 5 days a week in the office.

Duties:

The selected individual will work within a team of LAAs to liaison between lawyers, paralegals, and clients. Experience working with real estate lawyers is a plus but not required.

The ideal candidate is energetic, detail-oriented, and eager to learn and grow professionally. Applicants must have the ability to work effectively both independently and within a team, and organize and prioritize multiple tasks efficiently under specific time constraints. The selected individual must possess top-notch organizational skills, good communication skills, and excellent spelling, grammar, and proofreading skills.

Intermediate-level skills working with Microsoft Office Suite and document management systems.

Skills/qualifications:

The person shall possess a mastery of technical and administrative skills, assume responsibility with minimal supervision, exercise initiative and judgment to make decisions within the scope of their assigned authority, work individually and as part of a team, and practice collaboration with firm employees in all offices.

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