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:**	7/6/2022
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:

Ballard Spahr is committed to increasing diversity in the legal profession and supporting communities where we live and work. People from all backgrounds are valued and integrated into every part of the firm. Diverse candidates, including women, people of color, members of the LGBTQIA+ community, veterans, and individuals with a disability, are encouraged to apply.

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