

## RILEY SAFER HOLMES & CANCILA — *JOB POSTING*

---

### ***Administrative Assistant (Business Transactions) – Ann Arbor, MI***

Riley Safer Holmes & Cancila LLP (RSHC) is a diverse, service-oriented, and technologically sophisticated firm that is committed to providing legal and client service at the highest levels. We have a national litigation and transactional practice with more than 80 lawyers in offices located in Chicago, San Francisco, Irvine, Ann Arbor, and New York. Founded March 1, 2016, our partnership features leaders in many fields of litigation and transactions including class actions, white collar, product liability, real estate, intellectual property, mergers & acquisitions, and general litigation.

Our Ann Arbor office is seeking candidate with 4 to 6 years of real estate, finance experience, and administrative experience.

#### **Job Summary**

Administrative Assistant (Business Transaction) is responsible to perform a variety of office, administrative duties, and deliver high-quality services to internal and external clients, exhibiting commitment to integrity and excellence. The position requires thorough knowledge of all firm and practice specific administrative processes and procedures, information technology systems, research tools and a broad-based understanding of the clients, matters and associated practices. The scope of responsibilities includes prioritizing, managing, following through on multiple projects, communicating effectively and professionally with clients, court personnel, attorneys, staff, and peers. Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

#### **Supervisory Responsibilities**

- None.

## Duties/Responsibilities

- The following are essential job duties and responsibilities of the position. This list is not exhaustive, and other duties may be assigned as needed.
- Create, format, edit, and redline real estate and finance documents.
- Draft engagement letters, and correspondence. In addition, editing, proofreading, and formatting documents to conform to firm and legal styles.
- Prepare correspondence, memoranda, and legal documents.
- Communicate with clients.
- Collaborate with billing department in all aspects of the billing cycle, including but not limited to the review of client billing for accuracy, edits to content/grammar; resolution of billing problems; and efficient changes to the process.
- Prepare attorney expense reimbursements and process client-related vendor invoices for payment.
- Sort, open, prioritize and route incoming mail. Prepare outgoing mail including U.S.P.S., U.P.S. and Federal Express. Coordinate messenger pick-ups and deliveries when necessary.
- Coordinate attorneys' firm and client-related meeting set-ups, including but not limited to conference calls, zoom meetings and in-person meetings.
- Collaborate with billing department in all aspects of the billing cycle, including but not limited to the review of client billing for accuracy, edits to content/grammar; resolution of billing problems; and efficient changes to the process.
- Prepare attorney expense reimbursements and process client-related vendor invoices for payment.
- Sort, open, prioritize and route incoming mail. Prepare outgoing mail including U.S.P.S., U.P.S. and Federal Express. Coordinate messenger pick-ups and deliveries when necessary.
- Coordinate attorneys' firm and client-related meeting set-ups, including but not limited to conference calls, zoom meetings and in-person meetings.
- Maintain calendar and contacts for attorneys which include meetings, calls, deadlines, etc.
- Maintain physical files and electronic filing system via NetDocs.
- Perform document conversions, i.e., PDF to Word, etc.
- Input attorney time into the time entry program.
- Handle telephone calls from internal and external sources including taking accurate messages and appropriately routing calls.
- Coordinate prints, scans, and duplicating projects with Document Production department.
- Coordinate travel arrangements (air, hotel, rail, car rental and car services).
- Coordinate the New Matter Intake process. Prepare, finalize, and distribute new client engagement letters, new business memo, etc. including follow-up with client to ensure receipt of fully executed Engagement Letter. Initiate Conflicts Checks.
- Prepare inactive case files and attorney materials for hard-copy archives and off-site storage.
- Perform other related duties, special projects, and assignments as required. Assist other administrative assistants in back-up support and vacation coverage.

## **Desired Skill and Qualifications**

- Minimum of 4 years relevant experience.
- Demonstrated proficiency in NetDocuments, and MS Office programs /Outlook.
- Proficiency in Outlook and ability to adapt to new software programs.
- Strong organizational skills, attention to detail, the ability to balance multiple tasks in a fast- paced environment, and the ability to manage confidential information with discretion.
- Excellent written/verbal communication skills, strong interpersonal skills, and the ability to work independently and as part of a team.
- Ability to prioritize and balance competing demands and meet deadlines in a fast-paced professional environment.
- Must have superior attention to detail and an ability to multi-task in a fast-paced, deadline- driven environment.
- High degree of motivation, with driving sense of responsibility, accountability, and responsiveness.
- Flexible and willing to work hours needed to fulfill the responsibilities of the position.

## **Education and Experience**

- Bachelor's degree
- At least four years related experience required.

## **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

## **About RSHC / Work Environment**

The position is full-time non-exempt and requires standard employment screens, including a background check of educational, employment, and criminal histories. RSHC offers a comprehensive benefit package which includes medical, dental, vision, life insurance, short- term and long-term disability, and 401k.

RSHC is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. RSHC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

**No calls or solicitations from recruiters accepted.**