Legal Secretary

Balch & Bingham LLP Full-time Regular

Montgomery, AL, US

Reports To: Office Administrator

Responsibilities:

- Prepare, proofread, and edit legal documents and correspondence, including contracts, letters, memos, and reports.
- Assist in ordering title, UCC, and corporate searches.
- Maintain calendar and deadlines for attorneys.
- Schedule meetings and conferences.
- Enter, review, and edit time entry for attorneys.
- Coordinate new business intake process.
- Proof and edit monthly and quarterly client billings in accordance with firm and client requirements.
- Research and respond to inquiries and requests for information.
- Coordinate travel arrangements.
- Process expense reimbursements and check requests.
- Organize and maintain files.
- Serve as point of contact for guests, vendors, and couriers.
- Provide other support as necessary.

Skills and Qualifications:

- Proficiency in Microsoft Office Suite and video conferencing platforms.
- Detail-oriented and strong follow-through skills.
- Ability to work independently and collaboratively with other team members.
- Ability to handle and adjust to competing deadlines and priorities.
- Excellent communication skills.
- Client service focused.
- Some overtime may be required.
- Prior transactional experience preferred.
- High school diploma or equivalent required.

Apply at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=b393852b-764a-41d7-94cc-096c03669b16&ccId=9203220088072_3&lang=en_US&jobId=598832&jwId=9203220088072_1