

LEGAL ADMINISTRATIVE ASSISTANT/PARALEGAL

McKenna Snyder LLC is seeking a Legal Administrative Assistant/Paralegal to provide comprehensive administrative and some paralegal support to the Firm's Managing Partner. The ideal candidate will maintain positive working relationships with attorneys, support staff and clients and observe confidentiality of client and firm matters. Additionally, the candidate must be proficient in Outlook, Word, and Excel. Legal experience of 5-7+ years is preferred.

The Legal Administrative Assistant will play a pivotal role in supporting the Managing Partner with daily operations, strategic initiatives, and high-level administrative tasks. This individual must demonstrate exceptional organizational skills, exceptional attention to detail, the ability to handle confidential information with discretion, and a proactive approach to managing complex schedules and projects. A strong background in providing executive-level support within the legal services industry is necessary, as well as the ability to anticipate the needs of a senior leader in a fast-paced environment.

Primary duties include but are not limited to:

Provide high-level administrative support to the Managing Member, including calendar management, travel coordination, preparing and reviewing materials for meetings, as well as recording and monitoring deadlines. Prepare materials for internal and external meetings and client board meetings and ensure accuracy of documents prior to meetings. Serve as a liaison between the Managing Partner, clients and business partners.

Monitor and manage the Managing Member's time/email while entering billable time into the Firm's billing system.

Type, format, edit and proofread documents for spelling, grammar, content and making appropriate changes. Manage confidential and sensitive information with discretion, ensuring privacy and security. Legal project management and/or timely preparation of legal documents including letters, forms, pleadings. Carry out any other duties as instructed which are within the employee's skills and abilities. Assist in managing professional tasks and litigation management for the Managing Partner, ensuring alignment with business priorities.

Perform assignments or related duties to assist attorneys on a vast majority of request. Perform duties associated with electronic document management, including opening, maintaining, and closing files, matter entry and scanning documents. Perform general administrative duties as required, including, but not limited to handling of daily mail, drafting correspondence and answering/screening telephone calls.

The ideal candidate will exhibit a high degree of initiative, judgment and decision making skills to manage multiple priorities simultaneously in a fast-paced, deadline-driven, detail-oriented work environment.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Flexible Spending Account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Travel requirement:

- No travel

Ability to commute/relocate:

- Exton, PA 19341: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Microsoft Office: 3 years (Preferred)
- legal: 5 years (Preferred)