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Attorney

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We are a dynamic law firm with three managing partners who specialize in family law, criminal law, and additional areas such as business law. We are currently seeking a Legal Administrative Assistant to join our team and provide administrative support to the attorneys.

The Role

Role Description:

Client Interaction:

Handle client calls

Assist in scheduling and managing client meetings and appointments.

Document Preparation and Filing:

Create, draft, and edit legal documents, including motions and interrogatories, following instructions.

Ensure proficient electronic filing using software like Cleo.

Administrative Support:

Manage attorneys' emails and calendars, scheduling appointments and reminders.

Provide administrative assistance, such as drafting and sending official communications.

Communication and Collaboration:

Serve as a liaison between clients and the legal team, managing client expectations.

Collaborate with the legal team to address client requirements and coordinate tasks.

Training and Onboarding:

Provide onboarding details and training support to HR for new hires.

Facilitate internal interviews if required.

Customer Success and Follow-up:

Gather client feedback and share it with the team for continuous improvement.

Conduct check-in calls with clients to ensure satisfaction.

Software Proficiency:

Proficient use of Microsoft Word and Excel.

Familiarity with Cleo and Office 365 is a plus, but training will be provided.

Communication Tools:

Proficient in using communication tools like Google Voice for phone calls and texts.

Task-Based Responsibilities:

Focus on task-based work, including drafting motions, managing emails, and assisting with legal document preparation.

Work Schedule:

Full-time position, Monday to Friday, 8:30 AM to 4:30 PM (EST).

Please make sure to submit an application here

This role offers a unique opportunity to work closely with experienced attorneys, gaining exposure to various legal areas. The selected candidate will play a crucial role in supporting our legal team and ensuring smooth day-to-day operations. We

welcome individuals who are eager to learn and grow within our dynamic legal environment.

Ideal Profile

Requirements:

Prior administrative or legal support experience is beneficial but not mandatory.

Proficiency in Microsoft Office tools.

Strong organizational and communication skills.

Ability to handle administrative tasks efficiently.

Willingness to learn and adapt to new software.

What's on Offer?

A role that offers a breadth of learning opportunities

Great work culture

Opportunities for career growth & development

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