

Legal Assistant

We are currently seeking an experienced, and well-cultural individual to be our next **Legal Assistant** to join our team in our **Miami, FL 33130** location.

Name of Company – DRRT

Website: <https://drrt.com/>

Pay Range: 50k -60k per annum

Contact Person: HR,Priyanka Jaiswal - (305) 384-7576. Email id: pjaiswal@drrtLTD.com

Who We Are:

We are an ADP client - We are a leading boutique law firm in the securities litigation field, which focuses on international compensation efforts for institutional investors, including litigation, arbitration as well as class action claims filing.

About the Role:

Our success depends on our people, productivity, and procedures. Our company is looking for a highly organized and initiative-taking Legal Assistant to perform a variety of administrative tasks and support our company's senior-level partner. The ideal professional for the role is a flexible analytical person with superb communication skills with a very detail-oriented mindset. He/ She should have prior experience multitasking and have the unique ability to deftly handle the unexpected in a high paced environment.

What you'll do:

Core duties and responsibilities include the following:

- Provide high level, confidential administrative support.
- Save participation & corporate documents, case-related documents including court pleadings and important internal update emails for case filing in the office filing system (NetDocuments)
- Support the legal team with daily tasks such as preparing retention documents (e.g., PoAs, retainers, funding agreements, case memos, and case alerts) including Investigating the corporate structure of clients to prepare retention documentation.
- Assist the legal team in the interpretation of corporate documents and pleadings written in foreign languages
- Track participation documents by managing the documents overviews for assigned special cases.
- Assist with notarizations and the legalization of documents for use in litigation in foreign countries.
- Organize mailings of updates to the clients, including review of recipient lists and coordination of preparation of (multi-lingual) texts.
- Manage Attorney Calendars. Meeting preparation (overviews/ follow up lists).
- Organize and track updates and comments to the Tracking Lists in our internal database.
- Organize the SFTP site and upload of documents.
- Upkeep binders with original documents for assigned cases.
- Add new cases to the company's online portal (GPS) and keep them updated with relevant information.
- Track expenses in Timeslips.
- Prepare and submit expense reports (corporate and personal credit card)

Our Perfect Candidate

Education and Experience:

- Associate's or bachelor's degree in Business, or Administration ***is a plus***
- 2 to 5 years of experience in a similar role
- Experience working with a Law firm
- European language bilingualism is favored.
- Must be customer service focused to the internal and external customer
- Ability to maintain accurate records, schedules, and filing systems
- Experienced with Worldox software ***is a plus***
- Ability to manage and solve problems and handle highly confidential information
- Excellent organizational, planning and time management skills
- Be able to anticipate the needs and be proactive & take-charge attitude
- Proficiency in Microsoft Office Applications such as Advanced Excel, PowerPoint, and Outlook ***are required***

Required Abilities and Skills:

- People skills to articulately and professionally manage communications with respect and consideration
- Impeccable interpersonal, verbal, attention to detail, and written communication skills
- Reliability and discretion: you will often learn of confidential matters
- Ability to contribute both independently and as part of a team
- Ability to meet deadlines in high-pressure situations
- High degree of integrity
- Ability to prioritize tasks and projects based on needs, ***multitasker***
- Highly self-motivated, self-starter with a critical thinking mindset
- Demonstrates a record of perfect attendance and a commitment to excellence
- Dependable, detailed-oriented, great attitude and team player ***are very desired***

Company Offers:

- Dynamic, first-mover, industry-leading company
- Inclusive workplace, value-oriented company, and great atmosphere to work in
- Exceptional benefits package available: *(100% health insurance, dental, vision, 401(K) plan, short-and-long-term disability plans, PTO and generous firm holiday schedule, and corporate retreats)*

To Apply:

Please submit your cover letter, and resume

We are an Equal Opportunity Employer!