



Job Description

Title **Litigation Practice Group Administrative Assistant**

Status **Full-time; FLSA – Non-Exempt**
On-site position with potential for hybrid remote flexibility

Leason Ellis is seeking a full-time and detail-oriented junior level Administrative Assistant for its litigation practice group. This is an ideal opportunity for a recent college graduate who is energetic, enthusiastic about learning, considering a career in law and interested in working in a dynamic law firm.

Leason Ellis is an established IP boutique law firm headquartered in White Plains, New York. We launched in 2008, and now house over 30 patent, trademark, and copyright attorneys under our roof. We are one of only four firms listed in the IAM Patent 1000 New York section recommended on each of the prosecution, litigation and transactions tables.

As a practice group administrative assistant working at our Firm, you will gain valuable, real-world experience by working with our talented group of intellectual property professionals – attorneys and paralegals. This position is ideal for a candidate who has the desire to learn and grow in an administrative role in a law firm environment.

Duties and Responsibilities

- Support litigation practice group co-chairs, attorneys and paralegals;
- Maintain electronic case files for litigation matters;
- Perform searches in document management system and assemble files for attorney review;
- Coordinate meetings, conference calls and video conferences;
- Scheduling and calendar management, distributing agendas, minutes, etc.;
- Assist with social media presence;
- Prepare memos, letters and other documents with a high-level of accuracy and a keen eye for proofreading; communicate information expediently;
- Coordinate business development/marketing efforts, including follow up with clients/prospects;



- Assist with PowerPoint presentation and proposal development;
- Update and maintain contacts in Outlook;
- Expense report preparation;
- Perform other administrative duties and responsibilities, as assigned.

Qualifications and Requirements:

- Bachelor's degree
- Excellent analytical and interpersonal skills;
- Excellent organizational skills with keen sense and system of following-up and following-through on pending items and issues
- Demonstrated ability to manage multiple tasks simultaneously and problem solve;
- Excellent professional level written and verbal communication skills;
- Proficiency in MS Word, MS Excel, MS PowerPoint and Outlook;
- Demonstrated ability to work in a fast-paced environment with changing priorities and deadlines;
- Demonstrated team player with a positive client-service minded approach;
- Must be flexible and available to work overtime, as needed.

Apply

Please submit your resume and cover letter (detailing your desired compensation range and relevant experience) to careers@leasonellis.com. Leason Ellis is an EOE/M/F/D/V/SO. We offer a competitive compensation and benefits package, and a dynamic, diverse and "remote flexible" work environment. *Only direct submissions from candidates will be accepted. No unsolicited resumes from third party agencies or recruiters, please. Thank you.*

Pay range: \$33,000 - \$50,000 per year.

About

Leason Ellis is a full-service intellectual property law firm with a deep bench of professionals and a collaborative, hands-on approach. We're big enough to handle any intellectual property issue that our clients may face. Yet we're small enough to coordinate efficiently when evaluating our clients' issues, identifying practical and creative solutions for their business needs, and putting our insights to work on their behalf.