

## JOB DESCRIPTION

Title: Administrative Client Services Assistant – Junior to Mid Level

Status: Full-time; On-site / In-office Position  
FLSA – Non-Exempt

### Description

**Leason Ellis LLP** is seeking an experienced, enthusiastic and detail-oriented Administrative Client Services Assistant to join our dynamic law firm! This position is ideal for a candidate who has the desire to learn and grow in an administrative client services support role in a law firm environment. The selected candidate will gain valuable experience in a law firm setting by supporting our administrative client services needs.

The successful candidate must have the demonstrated ability to:

- provide effective and reliable client services oriented support to a busy team of legal professionals, as well as other internal and external clients
- prioritize and manage a full workload with a keen attention to detail and accuracy
- work both independently and in collaboration with others as a team player with a positive attitude
- articulate clearly and effectively in verbal and written communications with a strong focus on accuracy and proper grammar usage
- comprehend and follow up and follow through with instructions, as well as ask well thought out questions when clarity is needed
- apply superior organizational and IT skills with a keen sense and system of following-up on pending items and issues
- work in a fast-paced environment, manage multiple tasks simultaneously, and ability to problem solve

### **Duties and Responsibilities:**

- Provide administrative client services support
- Greet and check-in client and visitors
- Handle incoming telephone calls
- Schedule, set up and maintain the conference rooms and meetings which includes ordering and setting up food

- Handle incoming and outgoing mail including sending overseas packages via DHL, Fedex, UPS and USPS
- Coordinate meetings, conference calls, and video conferences
- Coordinate scheduling / calendar management
- Assist with creating presentations and marketing proposals
- Handle restocking office supplies, inventory, and kitchen supplies
- Maintain professional appearance of reception areas, conference rooms and kitchens
- Assist in setting up, breaking down and monitoring on-site employee events
- Perform other administrative duties and responsibilities, as assigned

**Qualifications and Requirements:**

- Associate's or Bachelor's degree
- 2+ years related experience as an administrative assistant performing similar tasks
- Relevant work experience in a professional services or law firm setting
- Excellent written and verbal communications skills
- Excellent organizational skills and the ability to effectively prioritize workload
- Proficiency in MS Word, MS Excel, MS PowerPoint, Outlook and Teams

**Apply**

Please submit resume and cover letter detailing relevant experience and salary expectations to [careers@leasonellis.com](mailto: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: \$35,000 to \$48,000 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.

We are now one of the largest IP firms in the state outside of Manhattan and rated among the top New York law firms for our patent, trademark, and copyright services. Our broad array of clients range from Fortune 100 companies, to midsize and small companies, to start-ups, inventors and entrepreneurs. We protect the IP rights of domestic clients in the U.S. and abroad and, in turn, we directly represent many global companies in protecting their rights in the U.S. We also work on behalf of foreign law firms to develop and enforce their clients' patent, trademark and copyright rights here.

Our unique approach to building a business has allowed us to be more sensitive to our clients' needs as well as responsive to their communications. Our strategic size encourages collegiality among attorneys and staff and works to the benefit of our clients, who gain the most from the teamwork we foster.