

2018.05.18 Corporate Legal Assistant Position

CowanPerry, PC -- Roanoke office has an immediate opening for a full-time Corporate Legal Assistant. Candidate should desire to be part of a team-oriented, fast-paced, and growing law practice. Desirable candidate will primarily support 2 attorneys with scheduling and maintaining calendars; legal and general administrative document preparation (including maintaining corporate binders, and closing documents), office and SCC filing; and assist in monthly invoicing.

Candidate should be able to communicate effectively and professionally with firm team members and clients; prioritize multiple tasks; maintain client confidentiality; and be detail oriented and highly organized. Successful candidate will be comfortable utilizing Cloud-based practice management tools such as Clio, working in an Apple OS environment, and Microsoft Office 365 (Word, Excel, PowerPoint, Outlook and Planner). Previous experience in the legal industry is desired, but not a requirement for a highly motivated individual. Information on the firm is available at www.cowanperry.com.

CowanPerry, PC is an equal opportunity employer and offers a competitive salary and benefits package. Interested candidates should submit resume and salary expectations to:
dsquires@cowanperry.com