



Legal Administrative Assistant

Charleston, SC

Are you ready to join a collaborative team in a fast-paced AM200 law firm with a small firm feel? Do you want to work with a team focused on providing our clients with the very best representation? Do you want to work in an office where you are appreciated and valued? Butler Snow LLP is looking for a Legal Administrative Assistant in Business to join our Charleston office team.

Essential Duties and Responsibilities:

This position works within a team environment to support attorneys with:

- Preparation and revision of correspondence, memoranda and legal documents
- Preparation for large transactional closings;
- Maintenance of electronic document management system;
- Maintenance of Outlook calendars, if needed;
- Entry of daily time in Aderant accounting software, if needed;
- Reimbursements and check requests, if needed; and
- Other duties as assigned.

Position Requirements:

- Strong verbal and written communication skills
- Exceptional interpersonal skills to communicate effectively with diverse groups of legal and support staff on confidential and sensitive firm matters
- Willingness to work in a fast-paced, team-oriented and continuous learning environment
- Superior technology skills – proficiency with Microsoft Office suite (Word, Excel and Outlook, PowerPoint) and Adobe; experience with iManage and Aderant a plus
- Ability to prioritize, organize and manage workload and to take the initiative in handling projects and anticipating what needs to be done
- Work collaboratively and cooperatively with others
- Requires a high degree of professionalism and the ability to exercise good judgment
- Make sure deadlines are met on multiple transactions at the same time
- Able to work on complex document mark-ups
- Maintain multiple calendars in Outlook with meeting dates and deadlines
- High School diploma or equivalent required
- 3-5 years' experience as legal administrative assistant

Work Environment/Physical Requirements:

The work environment characteristics described here are representative of those this position encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and/or working on a computer.
- Occasionally stoop, kneel, or crouch
- The noise level in the work environment is usually moderate.
- Position is in-office and usual work hours are Monday to Friday, 8:00 a.m.–5 p.m. (one-hour lunch). Overtime work may be required from time to time.

What you gain:

- A phenomenal team in an extraordinary firm
- The opportunity to work in a collaborative environment
- Ability to grow professionally and personally
- In-house training and development
- Medical, Dental and Vision with wellness component
- Free Telehealth coverage
- Mental Health Counseling through our Employee Assistance Program
- Caretaker Services
- OnePass Gym Membership Discounts
- Short- and Long-Term Disability
- Life Insurance
- MilkStork
- Pet Insurance
- Free Parking
- 401K and profit sharing (*after completion of eligibility requirements*)
- Generous Paid Time Off Plus Paid Holidays
- Tuition Reimbursement

Butler Snow is a values-driven organization with a strong sense of community. We are actively involved in community projects in our 25 plus offices throughout the United States through the Butler Snow Foundation. At Butler Snow, we believe inclusion is a key driver of innovation and creativity. We have long been committed to fostering, maintaining, and celebrating an environment where creative solutions and new ideas are welcomed. We believe our diverse workforce contributes to our competitive advantage.

We are an Equal Employment Opportunity Employer