

Legal Administrative Assistant

Full-time Legal Administrative Assistant to support fast-paced, busy business/commercial real estate attorneys in our Boise office to provide a broad range of advanced secretarial, administrative and clerical assistance to one or more attorneys and/or paralegals. This includes transcribing, reviewing and proof-reading correspondence and legal documents, preparing files and expense reports, calendaring events and deadlines, preparing time entries and monthly billing materials, answering calls and setting up meetings. The qualified candidate must have a minimum of 3 years' legal experience preferably in commercial real estate, estate planning or tax areas. Must possess exceptional interpersonal and communication skills, as well as the ability to multitask, prioritize, and organize a very busy workload. Must be proficient with Microsoft Word 2010, Excel 2010, Outlook and PowerPoint 2010. Experience with electronic file management systems a plus.

Qualified candidates must complete an application and submit a cover letter and resume through our website: <http://www.hawleytroxell.com/careers/application-form/>. EOE.