



Executive Administrative Assistant

Hawley Troxell law firm is seeking Full-time Executive Administrative Assistant to provide a broad range of advanced secretarial, assistance for the fast-paced, busy business/commercial real estate attorneys in our Boise office, including transcribing, reviewing and proof-reading, preparing files, expense reports, calendaring events and deadlines, preparing time entries for monthly billings, answering calls, setting up meetings. Qualified candidate must have a minimum of 3 years' experience preferably in commercial real estate, estate planning or tax areas, and be familiar with lien searches, UCC filings, corporate filings, and real estate transactional support experience. 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 Office Suites. Experience with electronic file management systems a plus. Legal experience preferred, but not required.

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