

Legal Administrative Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: DOE
Employment status: Contract / Temporary

Description

Robert Half is looking for an Administrative Assistant to work onsite at John Deere's World Headquarters. The candidate for this role will be supporting at least 4 lawyers and will be responsible for general administrative duties (filing, scanning, copying, records retention, etc.), including data input, scheduling meetings, coordinating events/functions, preparing correspondence and PowerPoint presentations, e-billing support, and mail distribution.

Apply today or contact our team to learn more at 563-359-3995. Christin, Erin, or Katherine would be happy to tell you more!

Day to day duties include:

- Support at least 4 lawyers and be responsible for general administrative duties (filing, scanning, copying, records retention, etc.), including data input, scheduling meetings, coordinating events/functions, preparing correspondence and PowerPoint presentations, e-billing support, and mail distribution.
- May be responsible for supporting special projects and maintaining SharePoint sites, as requested.
- Performs a full range of administrative support duties, typically in support of a middle-to upper-level manager.
- Facilitates workflow through for the department.
- Develops reports
- May perform a variety of duties commensurate with this level, e.g., respond to problems similar to a Customer Service Representative, coordinate events/functions, process documents, input data and orders, department purchases.

Requirements

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- Experience working in a law/lawyer office
- Minimum of a high school diploma with 3+ years experience in an administrative/support role is required but prefer a minimum of a 2-year degree with 2+ years of experience.
- Experience with coordinating travel (airfare, hotel and car rental) - directly or by working with a travel agent
- Experience in completing travel and expense reports
- Proficient with MS Office suite of products, with an emphasis on Excel, Word, PowerPoint, and Teams
- Understand the importance of confidentiality and attention to detail and have a collaborative attitude
- Experience working within SharePoint is highly valued

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.