

Schaffer Carter Kennedy & Mays is a criminal defense law firm in downtown Houston. We are looking to fill a full-time in person administrative assistant or paralegal position.

Key Responsibilities/Accountabilities:

Will be performing a variety of administrative tasks, which include but not limited to:

- Provide administrative support to partners and associates.
- Prepare letters, documents, motions, subpoenas, briefs, writs, and other pleadings.
- Receive, sort, and deliver mail to corresponding personnel.
- Prepare outgoing mail.
- Contribute to team effort by accomplishing related results as needed.
- Answer telephone calls, assess the caller's need(s), take messages or handle issue.
- Provide information to callers about the firm and attorneys.
- Schedule appointments.
- Maintain appointment calendars, docket court settings and meetings.

Education and Qualification Requirements:

- High School Degree or Higher Education.
- A minimum of 2 years office experience.
- Must be proficient in Microsoft Office Suite and Adobe Acrobat.

Desired/Preferred Qualifications:

- Excellent communication and interpersonal skills.
- Strong organizational skills.
- Ability to build strong relationships.
- Ability to multi-task and prioritize tasks.
- Excellent time management skills and ability to work with little to no supervision.
- Able to work in a fast-paced environment on multiple concurrent assignments while identifying work priorities.
- Able to always maintain professionalism as they are a representation of the company.

Qualifications:

- Ability to deliver exceptional client service.
- Professional personal appearance.
- Strong oral and written communication skills in English.
- Organizing, planning, meticulous attention to detail.
- Initiative. Self-motivated. Reliable. Stress tolerant.
- Professional administrative office experience.
- Proficient with Microsoft Office.
- Proficient with Microsoft Outlook.
- Ability to maintain confidentiality.

BENEFITS: 401k plan, health insurance, parking, use of onsite fitness center.

COMPENSATION: Salary dependent upon experience and qualifications.