



## Opening for a Full-time Administrative Assistant

Gross Polowy, one of NY's Best & Brightest Companies, Best Places to Work, and Healthiest Employers in WNY is an established law firm in the real estate industry, is looking for professional candidates who are proactive, organized, dependable and detail oriented. Responsible for assisting Executive team in the administration and coordination of the administrative tasks of the Firm.. Experience taking direction from multiple areas and worked in a high-volume office is necessary.

Ideal candidates should have excellent and professional verbal communication and client interpersonal skills; solid computer skills and keyboarding skills, strong time management skills, strong comprehension and problem-solving skills, high level of proven confidentiality and be self-motivated.

### **Benefits**

Health Insurance with Health Reimbursement Account  
Paid Time Off  
401(k) Match  
Dental Insurance  
Vision Insurance  
Accident Coverage  
Specified Disease Coverage  
Flexible Spending Account  
Disability Insurance

Hybrid Schedule  
Employee Assistance Program  
Referral Program  
Free Parking  
Employee Discounts  
Paid Sick Time  
Professional Development Assistance  
Opportunities for Advancement  
Casual Dress

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

Assist with compiling, distributing, and maintaining reports, as directed.

Monitor attorney CLE compliance.

Assist HR/Administration departments as necessary with new hire binders, luncheons, supplies (putting away and distribution), vendor assistance, etc.

SOL client system steps – daily

Appearance reporting – weekly

Attorney CLE Monitoring – ongoing

Rocktop report pull – monthly – Review current list against previous month's report for differences and formatting changes.

Denial & Dismissal report – monthly – Pull report and complete formatting updates.

NYSCEF/E-filing updates – provide updates needed for attorney assignments in e-filing systems.

Serengeti – reassign Attorneys in Legal Tracker

Pull closed file work items bi-monthly for monitoring (GPS header issue)

Deck/PowerPoint and/or Job Aid formatting assistance

Updating internal resources for Attorney changes (ie. Org charts, department breakdowns, county splits, etc)

Meeting recap follow-ups (task out sending reminders for items needed after meetings)

Notary review work items (working through aged and old notary review work items to reassign)

Pull and track the attorney volume numbers - once the reports are built.

Additional duties as assigned and/or as business needs dictate

## **KNOWLEDGE, SKILLS, & ABILITIES**

Detail oriented individual who can be relied upon to produce accurate product in timely manner is required.

Excellent and professional verbal communication and interpersonal skills

Solid computer skills and keyboarding skills, including Canva or other basic graphic design program

Strong organizational skills and attention to detail.

Strong time management skills, comprehension and problem-solving skills.

High level of proven confidentiality and ability to remain objective.

Self-motivated and proactive individual.

Ability to lift 10# and sit for long periods of time looking/reading multiple computer screens.

Ability to establish and maintain effective relationships with management, staff, and others.

## **EXPERIENCE & EDUCATION**

Associates preferred; High School degree necessary.

0 - 2 years' experience in an administrative position assisting upper management.

## **PHYSICAL REQUIREMENTS**

Remaining in a stationary position, sitting for prolonged periods at a desk and working on a computer with dual monitors.

Prolonged periods of keyboarding; repeating motions including wrists, hands and fingers.

Must be able to lift 15 pounds at times and overhead.

**Pay**                      \$18.00 - \$20.00/hour

Base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. The total compensation package for this position may also include other elements, including a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits). Hybrid schedule offered once training complete. Details of participation in these benefit plans will be provided if a candidate receives an offer of employment.