

Rubin and Rudman LLP is seeking an experienced Executive Assistant to support the members of the administrative team consisting of the Executive Director, Marketing & Business Development Director, Operations Director, and Human Resources Director. This is a diverse role that will allow the candidate the opportunity to be involved in all aspects of law firm management. The ability to prioritize and juggle multiple tasks is imperative. The ideal candidate will also be comfortable communicating with all levels in the organization. The ability to remain calm under pressure and a sense of humor are necessary.

Duties of this position will include, but are not limited to the following:

- Organize meetings, including scheduling, reserving conference rooms, sending reminders and organizing catering when necessary. This includes in-person as well as virtual meetings.
- Meeting and travel arrangements as needed
- Drafting and editing documents as needed
- Provide assistance with updating and maintenance of HRIS system
- Monitoring time punches for accuracy
- Preparing and reconciling reports as requested
- Requesting and tracking certificates of insurance and policy endorsements
- Managing office work orders
- Tracking attorney memberships in networking organizations
- Manage Zoom and Lifesize platforms.
- Establish relationships with local caterers and restaurants to coordinate catering for client, department, all-attorney lunches, and other firm events.
- Assist with event planning and logistics.
- When appropriate, welcome visitors and direct them to the appropriate department/personnel.
- Process check requests and sponsorship requests as well as payment distribution.
- Assistance as needed with special projects including but not limited to, annual survey responses (e.g. BBJ and MLW Largest Law Firms), awards and recognitions (e.g. Super Lawyers, Best Lawyers, etc.).
- Assist with annual holiday card project and other firm-wide mailings.
- Monitor USLAW communications and update relevant personnel with respect to deadlines.
- Assist as needed with attorney recruiting and onboarding efforts, including scheduling and coordinating new hire firm portraits, etc.
- Project coordination and management as needed

This position requires excellent Microsoft Office skills, especially Word, Excel, and Outlook.