



Legal Administrative Assistant

Kelley Drye & Warren LLP, a powerhouse firm with the heart of a boutique, is seeking a **Legal Administrative Assistant** for the Litigation group in its Chicago, Illinois. This hybrid position (4 days in-person, 1 day remote) requires someone with meticulous attention to detail, strong technical and organizational skills, excellent verbal and written communication skills, and a strong work ethic.

Responsibilities include, but are not limited to:

- Creating and maintaining client files - Update and maintain client files electronically in document management system (NetDocs).
- Revising, editing and proofreading correspondence and legal documents. Regularly and accurately proofread, revise and edit all documents to ensure accuracy and completeness prior to distribution.
- Assisting with the billing process by inputting time entries and submitting and tracking invoices and expenses for payment.
- Interacting with clients and other parties via telephone and email in a professional manner.
- Will also provide further support to attorneys by managing their calendars and appointments.
- Coordinating travel arrangements when needed.
Perform any and all other duties as assigned.

Qualifications

- Bachelor's degree with excellent academic credentials.
- Excellent verbal and written communications skills, including ability to proofread documents for spelling and grammatical errors.
- Superior time management skills with a proven ability to meet deadlines.
- Ability and willingness to take initiative to address problems and to make recommendations.
- Excellent interpersonal skills, dynamic and highly motivated.
- Meticulous attention to detail, strong technical and organizational skills.
- Ability to work on multiple concurrent projects under pressure with other team members.
- Possess a strong work ethic.
- Knowledge of Microsoft Office applications, the ability to quickly learn new systems and processes.

- Team player attitude.
- Flexibility to work overtime when required.

Kelley Drye offers competitive compensation and benefits packages. Our comprehensive benefits program helps you maintain a healthy lifestyle, achieve financial security, and address your personal and family needs. Programs include health benefits, life insurance and disability income protection, paid parental leave, retirement savings and planning, college coaching, child, and elder care offerings, and more.

The salary range displayed is specifically for those potential hires who will work or reside in Illinois if selected for the role. Any offered salary is determined based on internal equity, internal salary ranges, market data/ranges, applicant's skills and prior relevant experience, certain degrees, and certifications (e.g., JD/technology) Illinois Salary Range: Low: \$48,000 High: \$55,000.

Please be advised that all communications regarding open positions at our firm will exclusively originate from email addresses ending in @kelleydrye.com. We encourage you to exercise caution and verify the source of any communication claiming to represent our firm.

Kelley Drye & Warren LLP is an Equal Opportunity Employer (EOE).

Apply [here](#)