



# Legal Administrative Assistant

Kelley Drye & Warren LLP, a powerhouse firm with the heart of a boutique, is seeking a Legal Administrative Assistant to join our busy Employee Benefits team. The Legal Administrative Assistant provides high-level administrative and organizational support to two partners in the Employee Benefits Practice Group. This role requires exceptional attention to detail, strong communication skills, discretion in handling confidential information, and the ability to manage multiple priorities in a fast-paced legal environment. The assistant serves as a key resource in supporting client matters, practice management, and day-to-day administrative operations.

## **Responsibilities:**

- Provide comprehensive administrative support to two Employee Benefits partners.
- Manage complex calendars, schedule meetings, conference calls, and client appointments.
- Process time entries, expense reports, and billing-related tasks in accordance with firm procedures.
- Draft, revise, proofread, and format legal documents, correspondence, presentations, and client communications.
- Prepare engagement letters, memoranda, reports, and other practice-related documents.
- Maintain electronic and physical client files in compliance with firm policies.
- Coordinate document management, filing, and record retention activities.
- Assist with preparation and organization of materials for client meetings, seminars, and presentations.
- Serve as a primary administrative contact for clients and internal stakeholders.
- Monitor deadlines and assist with tracking client deliverables and project timelines.
- Coordinate execution of documents and obtain necessary approvals and signatures.
- Maintain client contact information and matter-related databases.
- Support client onboarding and conflict check processes as required.
- Assist with preparation of employee benefit plan documents, amendments, summaries, and related correspondence.
- Support attorneys with ERISA, retirement plan, executive compensation, and health and welfare plan matters.
- Organize and maintain benefit plan files and related documentation.
- Coordinate distribution of client communications and regulatory updates.

- Assist with special projects and practice group initiatives.

**Qualifications:**

- Associate degree or equivalent experience preferred.
- Minimum 3-5 years of administrative experience, preferably in a law firm or professional services environment.
- Experience supporting attorneys or senior-level professionals preferred.
- Familiarity with employee benefits, ERISA, retirement plans, or related legal practice areas is a plus.
- Excellent organizational and time-management skills.
- Strong written and verbal communication abilities.
- Advanced proficiency in Microsoft Office Suite, including Word, Outlook, Excel, and PowerPoint.
- Ability to manage multiple priorities and meet deadlines with minimal supervision.
- Strong proofreading and document formatting skills.
- High level of professionalism, discretion, and confidentiality.
- Ability to work collaboratively with attorneys, clients, and administrative staff.
- Detail-oriented with strong problem-solving capabilities.

The salary range displayed is specifically for those potential hires who will work or reside in New York City 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) for example. New York City Salary Range: Low: \$80,000 High: \$105,000.

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).

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