

Legal Assistant Brunswick, Maine

Eaton Peabody, a Maine-based law firm with attorneys serving New England and Atlantic Canada, is currently seeking applicants for the position of Legal Assistant in our Brunswick office, working within our Litigation Practice Group.

The Legal Assistant's primary duties include strictly adhering to attorney ethical guidelines and maintenance of confidentiality with respect to firm clients and firm business operations; coordinating monthly billing for attorneys; initiating and responding to telephone calls, handling mail, initial drafts of correspondence; checking for conflicts, drafting engagement and disengagement letters, opening new matters, creating and maintaining standardized case files, retiring files; scheduling and making all necessary arrangements for meetings, calls, conferences with clients and others; creating work product and displaying conduct consistent with Firm values, policies and procedures; assisting with office support tasks such as filing, copying, and assisting with time-sensitive projects in order to meet deadlines, and other duties and projects as assigned. Specific skills/qualifications include:

- A high-school diploma or equivalent is required
- An advanced degree or certification in legal or related studies desired
- High degree of accuracy and thoroughness in work product
- Excellent written, oral communication, proofreading, and interpersonal skills
- Skilled in the use of modern office equipment and computer software programs
- Demonstrated ability to handle work efficiently and confidentially
- Ability to be productive in a fast-paced environment and to work under pressure
- Ability to meet deadlines and work efficiently with accuracy
- Temperament conducive to collaborative teamwork and work with employees at all levels
- Proficiency with Microsoft Office suite
- Valid Maine drivers license and a vehicle to use for Firm-related activities.
- Ability to follow instructions and to ask questions when instructions are unclear

Eaton Peabody offers a highly competitive pay and benefits package to all full-time employees.

Please submit résumé and professional references in confidence to:

Eaton Peabody, Human Resources
PO Box 1210, Bangor, Maine 04402-1210
or email to
jbennett@eatonpeabody.com

No phone calls or walk-ins please
Equal Opportunity Employer