

Wood LLP

ATTORNEYS AT LAW

333 SACRAMENTO STREET
SAN FRANCISCO, CA 94111-3601
TEL. 415.834.1800 FAX 415.834.1888
www.WoodLLP.com

Admitted to Practice in
CA, NY, DC, AZ, WA,
MT, WY and TX

Roll of Solicitors
England and Wales

Certified in Taxation
State Bar of California
Board of Legal Specialization

Canadian Bar Association
Australian Bar Council

LEGAL ASSISTANT

Nationally recognized, small San Francisco law firm with a prestigious tax practice, broad client base, and centered on providing the highest degree of service, seeks a full-time Legal Assistant for immediate employment.

REQUIREMENTS:

1. Bachelor's Degree
2. Copy of Transcript
3. Writing Sample

To be considered, please email your resume, a copy of your transcript, and writing sample. Please no telephone calls, principals only.

Email: Recruiting@WoodLLP.com

QUALIFICATIONS:

- Office experience preferred
- Excellent written and verbal skills
- Excellent organization and attention to detail
- Superior knowledge of Microsoft Office Suite, Photoshop and other applications
- Ability to handle multiple tasks concurrently
- Ability to effectively execute assignments with minimal supervision
- Ability to complete time-sensitive duties as assigned
- Professional demeanor and attire
- Ability to handle confidential information with the utmost discretion
- Proactive and self-motivated with ability to take direction

POSITION DESCRIPTION:

- Perform client related and administrative work as assigned
- Assist with general office and client matters
- Maintain office records
- Proofread and process edits on documents, articles, books, correspondence
- Design and manage office newsletter and other publications
- Prepare quarterly reports and analysis
- Assist with factual research
- Draft correspondence and other documents
- Coordinate office and building services
- Coordinate filings