

McNaul Ebel Nawrot & Helgren PLLC is a highly respected Seattle law firm formed in 1995 by a group of attorneys known for rigorous and successful representation of clients. Our attorneys have established exceptional reputations in the local, state, and national legal communities by handling some of the most highly visible and complex commercial litigation and business transactions in the country.

Our attorneys concentrate their efforts on providing legal services in three main practice areas:

- Emerging Companies
- Real Estate & Capital Markets
- Litigation

Our clients range from international enterprises, institutional investors, and well-established businesses to small local firms, technology startups, and individual entrepreneurs.

### **THE OPPORTUNITY**

We are in search of a **Legal Assistant** to support and contribute to our Emerging Companies practice group.

The basic job requirements include:

- Proactive management of attorneys' calendars and keeping attorneys on track of meeting deadlines
- Communicate via phone/email to internal and external contacts
- Prepare transmittal emails and letters
- Carefully reading through the department's emails to extract action items
- Filing documents and sorting/saving emails in a timely manner
- Manage and facilitate documents via DocuSign and other document sharing platforms
- Opening new matters and creating new business reports
- Creating first draft of engagement letters for attorneys' revisions and signature
- Prepare formal documents for client signature(s), obtain appropriate signatures, and follow-up if needed
- Scheduling conference calls and/or rooms and circulating invites
- Delivering/scanning mail/front desk deliveries
- Travel arrangements and restaurant reservations
- Word processing (Word TOC proficiency is a plus)
- Various ad hoc tasks assigned by attorney or to help out other team members

To be considered for the position, the candidate must have an innate client-focused drive with the ability to listen, be attentive and anticipate clients' non-legal needs during the course of representation by the firm. The successful person in this position would be able to foster working relationships with clients as a trusted resource for all non-legal needs (e.g. scheduling meetings, access to documents, answering administrative and logistical questions, etc.).

This position requires a highly motivated self-starter, with excellent people skills and a professional demeanor. The ideal candidate will have an expert-level proficiency in all Microsoft Office applications, particularly Outlook and Word; as well as organization and time management skills; creative problem solving skills; and keen attention to detail. The truly outstanding candidates will have excellent reading comprehension; meticulous proofreading skills; and the superb ability to express self effectively, both verbally and in writing.

The selected candidate is professional and respectful, but can also be assertive with holding attorneys accountable to deadlines and commitments; is timely and has a great attendance record; has the ability to pay attention on a micro

and macro level and thus is able to foresee the needs of his/her attorneys; is able to work collaboratively and independently; and is organized and can help his/her attorneys stay organized.

Applicants should submit a resume and letter of application that includes a response to the question posed below, to Susan Little, HR Director, 600 University St., Suite 2700, Seattle, WA 98101, or [SLittle@McNaul.com](mailto:SLittle@McNaul.com).

Our clients are extremely important to us, therefore the ideal candidate will instinctively have a sense of how and when to communicate to clients in place of the attorney. In your letter of application, please include how you would handle the following situation: Your attorney is at a meeting and is unreachable. The attorney's client emails to ask about status of work that is being performed by the attorney. You gather from the tone of the email that the client is anxious for an answer, but the attorney will not return for a few hours and is not responding to your text messages. What would you do in this situation?

*McNaul Ebel Nawrot Helgren is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, protected veterans, marital status, sexual orientation, gender identity, disability status or any other category prohibited by local, state or federal law. This policy applies to all aspects of employment, including recruitment, placement, promotion, demotion, compensation, benefits, social and recreational activities and termination.*