



# LARSON GRIFFIE PICKETT

## ADMINISTRATIVE ASSISTANT

### **Job Summary:**

Administrative Assistant supports the Office Manager on a wide variety of matters such as human resources, building management, information technology, bookkeeping, and customer support. This crucial position increases the firm's ability to provide efficient and robust legal services to our community.

### ***Duties/Responsibilities:***

- Answer phone calls, part of support team to receptionist.
- Maintain assigned accounting filing systems.
- Retrieve requested information from records, email, minutes, and other related documents.
- Respond to and resolves administrative inquiries and questions.
- Prepare agendas and schedules for meetings.
- Maintain office supplies and coordinates maintenance of office equipment.
- Record client expenses.
- Handle and account for petty cash.
- Perform other related duties as assigned.
- Learn about changes to laws and best practices.

### ***Required Skills/Abilities:***

- Proficient in Microsoft Office Suite or related software.
- Ability to type at least 60 words per minute.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as record keeping and filing.
- Ability to work independently.



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***Education and Experience:***

- High school diploma or equivalent required

***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.