

DRINKER BIDDLE & REATH LLP
PROJECT ASSISTANT
JOB POSTING

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| JOB TITLE: Project Assistant | STATUS: Non-Exempt |
| REPORTS TO: Regional Director of Administration (who manages all paralegals firmwide) | CLASSIFICATION: Project Assistant LOCATION: Philadelphia, PA |
| <p>SUMMARY: We are seeking a Project Assistant to join our team. Based in our Philadelphia office, the Project Assistant will provide support to paralegals and attorneys on daily assignments and ongoing projects in support of active legal matters.</p> <p>In accordance with the Firm's Client Service Initiatives, a Project Assistant must display good judgment, effective interpersonal communications, and confidentiality and discretion are required consistently.</p> | |
| <p>JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Retrieve file material and information promptly and completely upon request of attorneys or Paralegals • Data entry of documents (i.e., Excel, Word, Relativity, FileSite, LegalKey, etc.) • Update and accurately index case files • Perform case database retries and searches • Generate various reports as requested • Prepare and distribute docket updates and incoming materials to attorneys and paralegals • Assist in compiling, Bates-labeling and preparing documents for production; coordinate Photocopying • Assist in the production of produced document indexes • Create deposition, hearing and trial notebooks and assist with deposition and trial preparation • Assist in maintenance of client and witness files • Maintain organization of all file rooms and content • Set up new files in accordance with procedures for new cases • Develop files in accordance with case demand • Handle file close-outs and transfers • Special duties and projects as assigned <p><i>The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.</i></p> | |
| <p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills, especially the use of good grammar • Strong research and investigative skills • Organization, multi-tasking, and prioritization • Strong proofreading skills. • Proficient with the Microsoft Office Suite (Outlook, Word, Excel, etc.) • Advanced computer and software skills (LexisNexis, Westlaw, etc.) • Excellent organizational skills with strong attention to detail and the ability to prioritize and coordinate work • Ability to take initiative and be proactive • Ability to work with a team as well as independently with minimal supervision • Extremely consistent in producing quality work. • Possess strong interpersonal skills with ability to build strong relationships. | |

- Accepts ownership of projects and is successful in driving projects, as well as daily tasks, to a successful conclusion.
- Ability to adjust and adapt quickly to changing situations.
- Ability to work with detailed information accurately and efficiently.
- Able to maintain confidentiality.
- Ability to interact with people in a manner which shows sensitivity, tact, and professionalism.
- Exhibits clear and concise telephone and email etiquette.
- Is responsive and sensitive to internal and external deadlines.
- Must quickly grasp the goals, service, culture and strategy of both the office and the firm overall.
- Must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Flexibility for travel and overtime required

EDUCATION AND EXPERIENCE:

- High School Diploma required
- Four (4) year college degree in any discipline preferred
- Degree or certificate in Paralegal Studies is a plus, but not required

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

HOW TO APPLY:

Interested candidates should send resumes and cover letters, including salary expectations, to Human.Resources@dbr.com and reference **Project Assistant** in the subject line. ***Incomplete applications will not be considered.***