

DRINKER BIDDLE & REATH LLP
PROFESSIONAL RECRUITMENT ASSISTANT
JOB POSTING

JOB TITLE: Professional Recruitment Assistant	STATUS: Non-Exempt (Part-Time; 18 Hours/Week)
REPORTS TO: Director of Professional Recruitment	LOCATION: Philadelphia, PA
<p>SUMMARY: We are looking for an Assistant to join the Professional Recruitment Department in handling a wide variety of administrative duties in the recruitment of lateral associates and summer associates.</p> <p>Candidates must be willing to accept ownership of projects and be successful in driving those projects, as well as daily tasks, to a successful conclusion. In accordance with the firm's Client Service Initiatives, the Professional Recruitment Assistant must display good judgment, have excellent interpersonal communication skills, maintain confidentiality and use discretion consistently.</p> <p><i>Note: We are looking for this role to work either a 3-day or 4-day workweek; approximately 18 hours/week.</i></p> <p>In accordance with the Firm's Client Service Initiatives, a Professional Recruitment Assistant must display good judgment, effective interpersonal communications, and confidentiality and discretion are required consistently.</p>	
<p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Accurately enter and update the applicant tracking system for all lateral and summer associate candidates. • Assemble and mail materials for on campus interview programs including resumes, marketing materials, and giveaways. • Create nametags, packet and other materials for Summer Program events. • Assist with conference room reservations and catering. • Draft standard correspondence and email communications. • Establish and accurately maintain a variety of files and records (both paper and electronic files). • Prepare expense reports, reimbursements and disbursement forms. • Mail, fax, e-mail, scan, copy and distribute documents as required. • Enter data into databases and ensure the databases are kept up to date. • Perform other duties as assigned by Director of Professional Recruitment. 	
<p>KNOWLEDGE, SKILLS AND ABILITIES (including but not limited to):</p> <ul style="list-style-type: none"> • Excellent Microsoft Office Skills (Outlook, Word, PowerPoint and Excel) • Knowledge of MS Office applications (Office 2010 and Windows 7 preferred) • Ability to prioritize work from multiple assignments simultaneously and successfully, many with tight deadlines • Excellent oral communications skills; especially the use of good grammar • Uses written communication that is technically sound, grammatically correct and without typographical errors • Strong organization skills • Excellent attention to detail and strong proofreading skills • Extremely consistent in producing quality work • Ability to handle confidential matters • Ability to multi-task and work under pressure • Ability to work with minimum supervision but also work well as part of a team • Initiative in developing and refining skill set; willing to work with new technology • Flexible and dependable, including the ability to work overtime as needed 	

- Client Service driven
- Ability to manage client contacts through available technical resources
- Adaptable to change, open to new ideas, open to taking on new responsibilities and adjust plans to meet changing needs
- Respectful of people's differences in background, culture and perspective
- Ability to quickly grasp the goals, service, culture and strategy of both the department and the firm overall
- Must conduct him/herself professionally in appearance and actions
- Ability to use office equipment (i.e. fax machines, copy machines, etc.)

EDUCATION AND EXPERIENCE:

- High School Diploma or GED Certificate required
** College Degree not required, but a plus
- Proficient with the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).

We are an Equal Opportunity Employer offering a competitive salary.

To Apply: Interested candidates should submit a resume and cover letter, including salary expectations, to human.resources@dbr.com and reference "**PR Assistant**" in the subject line. No phone calls please.