

RATH YOUNG PIGNATELLI

Administrative Assistant

Rath, Young and Pignatelli, P.C. is seeking an experienced Administrative Assistant to support the Business and Finance Practice Groups. The ideal candidate will have the ability to interact effectively with attorneys, professionals and staff, sometimes under pressure. Excellent organizational skills, ability to prioritize, professionalism with clients and maintaining confidentiality are crucial. EXPERIENCE: Associates degree and some college preferred. Experience in business administration or in a corporate environment, with law firm and real estate experience both beneficial. See website at www.rathlaw.com for a detailed description of the position. Send resume and letter of interest to Diane J. Vlahos, Director of Operations, at djv@rathlaw.com. The firm will not accept the submission of candidate resumes from search firms without a signed fee agreement with Rath, Young and Pignatelli, P.C.

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