

Legal Assistant Manchester, New Hampshire

Drummond Woodsum is seeking a full-time legal assistant to join our Manchester office. This role will provide support across multiple practice areas, including Municipal Law, School Law, Labor & Employment Law, and Trial Services. This position entails carrying out administrative services, providing support to legal professionals by preparing various documents including correspondence, legal forms, and other types of documents, and support to enhance attorney/timekeeper effectiveness.

Responsibilities will include:

- Complete administrative duties, such as making copies, answering and directing phone calls, and greeting clients in a professional and courteous manner
- Prepare documents and forms by completing initial drafts, processing edits and red-lining in Word, and conversions and manipulations in PDF
- Handle incoming and outgoing mail
- Communicate with clients
- Keep files and corresponding deadlines organized and identified
- Provide exceptional service to all clients
- Additional duties as assigned

Qualifications:

- Be accurate, detail-oriented, and have strong attention to detail
- Take initiative and be proactive; anticipate needs; reach out to become more involved
- Strong writing and verbal communication skills; excellent spelling, punctuation, and grammar skills
- System proficiency: general knowledge and experience with common software applications, such as Microsoft Office Suite and PDF processing; strong Excel and MS Word skills in particular
- Motivated to learn and provide work of the highest quality
- Prior legal experience preferred

For consideration, please submit your resume and cover letter by email to hr@dwmlaw.com. We look forward to hearing from you.