



Entry Level Administrative Support – Law Firm

Great Career Growth Opportunity!

Whitfield & Eddy Law, one of Iowa's leading firms since 1928, is seeking out the very best candidates to start their legal career as an entry level Administrative Support professional. Our new office is located on the top two floors of the Hub Tower in downtown Des Moines.

We have an exciting new full time opportunity for an individual who is interested in pursuing a legal support position. The position will assist experienced Legal Assistants, Paralegals, and Attorneys in the Real Estate and Banking practice areas. The position may expand into other areas as individual skills and interests develop. The position will assist others in document preparation and editing for real estate and business transactions, file maintenance such as electronic and physical file organization, scheduling, and client billing. Customized training will be designed to equip the individual to advance and eventually perform on a Legal Assistant level.

Requirements:

Although no prior experience is required, the right candidate must be dependable, eager to learn, and demonstrate a desire to grow professionally. Additional skills necessary for success:

- Strong attention to detail
- Good work ethic and secretarial skills
- Computer proficiency
- Strong organizational and time management
- Verbal/written communication ability
- Pleasant interpersonal skills, etc.
- College degree is strongly preferred.

Benefits:

We offer an excellent benefits package including:

- Medical/dental/vision insurance
- Generous Personal Time Off
- 401k (with up to a 12% employer contribution!)
- Convenient parking
- Friendly environment and fantastic career growth potential!

Apply Today:

Interested candidates should submit their cover letter, resume, and salary requirements in confidence to lavia@whitfieldlaw.com. EOE