

Couch White, LLP is currently seeking a motivated Legal Assistant with a minimum of 2 years of relevant experience to become an integral part of our team. This position offers the opportunity to engage in a wide range of support activities for our Corporate and Commercial Transactions group, demanding a blend of administrative, secretarial, and clerical expertise.

What You'll Bring to the Table:

Proven Independence: Demonstrated ability to manage multiple tasks efficiently under tight deadlines, while maintaining high standards of work.

Team Collaboration: Capacity to work seamlessly with both staff and attorneys across the firm, fostering a cooperative work environment.

Exceptional Attention to Detail: A keen eye for accuracy, excellent organizational skills, and a commitment to quality.

Technical Proficiency: Solid experience with MS Office suite is a must; familiarity with legal time/billing software and document management systems is highly desirable.

Your Core Responsibilities:

Database Management: Create, maintain, and update databases with critical information.

File Organization: Oversee both electronic and physical client files ensuring their integrity and accessibility.

Documentation: Complete forms accurately in adherence to our procedures, format, and proofread documents to perfection.

Calendar Management: Efficiently manage attorney calendars, handle correspondence, schedule and coordinate appointments, and ensure all commitments are meticulously calendared.

What We Offer:

- A comprehensive benefits package that includes Health, Dental, and Vision insurance;
- A competitive 401k plan;
- Generous paid time off; and
- Free parking and other perks designed to make your work life more enjoyable and rewarding!

If you're interested in learning more about the position, we would love to hear from you. Please submit your resume in confidence to our firm Administrator, [Lindsay Perkins](#).