

Job Description



Job Title: Legal Administrative Assistant **Reporting To:** Chief Legal Officer
Job Function: Administrative Assistant **Job Location:** Cleveland, Ohio

Summary:

The Legal Administrative Assistant will be responsible for providing administrative support to Legal, Tax, and Real Estate Asst Management (“REAM”). The ideal candidate will be detail-oriented, possess superior document creation, editing, and grammatical skills, and be a true team-player, willing to support wherever needed. This role will be a member of the Legal and Administrative teams, work closely with the Tax and REAM teams, and provide back-up Receptionist support, as needed.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Legal Administrative Assistant.

Essential Duties and Responsibilities:

Administrative Responsibilities:

- Administrative support to Legal, Tax and REAM, which includes calendar management, scheduling meetings, and coordinating conference calls.
- Create, file, and/or maintain:
 - Legal department files, including transaction documents.
 - Legal department correspondence.
 - Documents in the company’s internal document management system.
 - Expense reports using the company’s expense system.
- Create, revise, print and proofread documents and spreadsheets for Legal, Tax and REAM.
- Proofread communications and proactively read, research, and route correspondence accordingly.
- Draft letters and documents; collect and analyze information.
- Research as assigned by members of the legal department, Tax or REAM.

Project Research/Filing:

- Support the filing system for client projects, both paper and electronic, including scanning of incoming project documents.
- Set up and monitor Google Alerts on specific topics.

Miscellaneous Responsibilities:

- Be a member of the Administrative team and support the Receptionist with phone management and welcoming guests, as needed.
- Assist with opening and closing the office on occasion.
- Typical office hours.

Education / Experience:

- A high school diploma required, and bachelor’s degree preferred.
- A minimum of 10 years’ experience providing administrative support in a law-firm or in-house legal department environment.

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Knowledge Skills & Abilities:

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Assertive, creative, and adaptable to changing conditions.
- Ability to think and work independently.
- Excellent time management skills.
- Ability to keep information confidential.
- Results-oriented and detail-oriented with a passion to excel.
- Excellent written and verbal communication skills; Knowledge of accepted business language.
- Working within a team is necessary.
- Display utmost professionalism at all times.
- Exercise sound judgment.
- Meet deadlines.

Computer Skills:

- Extreme proficiency with Microsoft Office software (Outlook, Word, PowerPoint, and Excel).
- Be comfortable using online software for CRM administration and conducting research.
- Experience creating reports in a CRM system is not required but preferred.
- Experience with document management systems is not required but preferred.
- Fast, proficient and accurate keyboarding skills.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.