

Job Description



Job Title: Executive Administrative Assistant, Legal

Reporting To: Chief Legal Officer

Job Function: Administrative Support

Job Location: Cleveland, Ohio

Summary:

The Executive Administrative Assistant, Legal will be responsible for providing primary administrative support to executives on the Legal team and secondary support as needed for members of the Tax and Investment teams. The ideal candidate will be detail-oriented, possess superior document creation, editing, and grammatical skills, effectively leverage AI tools to enhance accuracy and efficiency, 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 Real Estate Asset Management 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 Executive Administrative Assistant, Legal.

Essential Duties and Responsibilities:

- Administrative support to Legal, Tax and Investment teams, 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.
- Leveraging AI, create, revise, print and proofread documents and spreadsheets for Legal, Tax and Investment teams.
- Proofread communications and proactively read, research, and route correspondence accordingly.
- Draft letters and documents and prepare official versions on letterhead; collect and analyze information.
- Manage high-volume DocuSign workflows, including preparing, routing, tracking, and filing agreements and legal documents to ensure timely execution and compliance with internal processes.
- Coordinate extensive FedEx and courier shipments, including preparing shipping documentation, tracking deliveries, managing time-sensitive legal packages, and supporting increased shipping volume during year-end and Q4 transaction activity.
- Research as assigned by members of the Legal, Tax or Investment teams, leveraging AI tools.
- Assist CLO with Compliance Filings (Blue Sky, NASAA, etc.) – not required but preferred.
- Paralegal support on occasion, i.e. EIN requests, entity creation, not required but preferred.
- Title Commitment processing in internal document management system.

Project Research/Filing:

- Support the filing system for client projects, both paper and electronic, including scanning of incoming project documents.

Job Description



Miscellaneous Responsibilities:

- Be a member of the Administrative team and support the Receptionist with phone and camera management, as needed.
- 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.
- Notary Public required.

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.
- Work well with others and thrive in a collaborative team environment.
- Display utmost professionalism at all times.
- Exercise sound judgment.
- Meet deadlines.

Computer Skills:

- Extreme proficiency with Microsoft Office software (Outlook, Word, PowerPoint, Teams and Excel).
- Ability to leverage AI platforms (e.g., ChatGPT, Copilot) to streamline workflows, enhance decision-making, and drive innovation through automation and data-driven insights.
- Be comfortable using online software for CRM administration.
- Experience creating reports in a CRM system is not required but preferred.
- Experience with document management systems is not required but preferred.
- Experience with processing Title Commitments - extracting links and organizing underlying documents – 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.