

JOB POSTING
June 2010

Position:	Administrative Assistant – Legal Department
Reports to:	Executive Assistant
Location:	New York, NY
Position Summary:	Candidate should be self-motivated, extremely well-organized and detail-oriented, collegial and able to function under pressure and handle numerous tasks simultaneously. The position would be well-suited to a candidate who thrives in a fast-paced environment and is both quick and meticulous. S/he must be able to take initiative, prioritize with minimal supervision and work independently as well as part of a team. Will work with senior executives internally and externally.
Position Requirements:	<ul style="list-style-type: none"> • Strong communication and organizational skills; excellent phone skills; ability to multi-task • Demonstrated excellent proficiency with Microsoft Office applications, including MS Word Processing, PowerPoint, Excel and Outlook • Must have Outlook scheduling and calendaring experience • Must have ADP Concur Expense Report preparation experience • Maintain attendance tracking • Coordination of meetings including attendance, catering, agendas • Maintain database of committees • Type and revise lengthy documents • Manage international and domestic travel related matters for management • File correspondence and legal documents in office filing systems • Ensure the proper filing of original legal & executive documents • Maintain document control programs to include hardcopy and e-documents • Assist in maintenance of legal department corporate calendar • Order office supplies • Attention to detail, ability to prioritize and see projects through to completion • Must have a professional demeanor and be able to effectively work with staff at all levels within the organization • Ability to work under pressure and handle conflicting priorities • Ability to maintain confidential information • Work on projects as assigned by Executive Administrator

PLEASE APPLY IMMEDIATELY by emailing in a single submission: a letter of interest describing your experience and interest in the position, your resume and names or letters of reference immediately to human.resources@theclearinghouse.org. Please use “*Application for Administrative Assistant – Legal Department*” as the subject of your email. Only complete applications will be reviewed.

The Clearing House is an equal opportunity employer