

ARNALL GOLDEN GREGORY LLP
CORPORATE SECRETARY - MERGER & ACQUISITION
JOB DESCRIPTION

Position Reports to: Attorneys and Paralegals in the Corporate Department

Overall Responsibilities:

The requirements for this position include, but are not limited to those outlined below. It is the employer's discretion to add to or change the duties or requirements of this position at any time. This position requires a minimum of 5 years experience as a secretary with corporate, merger and acquisition with preferably tax law experience in a law firm. Assists attorneys through the performance of complex secretarial and clerical duties; requiring knowledge of legal terminology and processes associated with this area of law. Must have strong organizational skills, requiring excellent clerical skills and knowledge of grammar, spelling and punctuation for both English and German languages. Must be able to fluently speak, read and translate the German language. Shall be proficient in the use of word processing and other automated equipment, including transcription equipment and software packages currently being used by the Firm. The specific requirements for this position include, but are not limited to those outlined below.

Status: Non-exempt

Hours - Full Time: 9:00 a.m. - 5:30 p.m., Monday-Friday

Primary Duties/Responsibilities:

- Ability to communicate effectively with clients and executives in writing and by phone, both in German and English (**required**)
- Excellent organizational skills to manage client queries, attorney calendars and travel
- Preparation of monthly client billing for transmittal to clients (including review for edits/corrections)
- Preparation of Reimbursement and Expense reports
- Maintaining personal correspondence, reading files, billing letters, expense reports, time entry files
- Edits to documents
- Open new clients/matter files
- Requires knowledge of corporate merger and acquisition work; heavy redlining; proficiency in use of PDF software and emailing of documents; general secretarial duties, e.g. transcribing tapes, sending faxes
- Proficient in navigating Outlook Software and other standard software systems
- Overtime and flexibility may be required
- Manage “back office” of legal practice
- Other duties as assigned