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Position Title: Administrative Assistant

Time Commitment: Full-time, forty (40) hours per week

Hourly Range: \$16-\$18 (commensurate with experience)

Compensation: Complete Benefit Package, including but not limited to health insurance, 401(k) plan and paid time off (PTO)

Location: Asheville, NC

Who We Are

Established in 1907, The Van Winkle Law Firm is the largest law firm headquartered in the beautiful mountains of Western North Carolina. With two office locations, we proudly serve individuals, families, and businesses throughout the Southeast. As a distinguished and respected firm, our attorneys and staff have become recognized for our ability to utilize the best practices and methods possible to meet our clients' needs. While we are passionate about providing sound legal counsel, we believe our responsibilities go beyond serving as legal representatives. We are interested in getting to know our clients and obtaining a thorough understanding of their unique needs and goals.

Our Values and Culture

Van Winkle, Buck, Wall, Starnes and Davis, P.A. is committed to advancing, cultivating, and preserving an organizational culture of diversity, equity, and inclusion. We strive to create a workplace where our employees, clients, and business partners can thrive. We are an Equal Opportunity Employer providing all employees and applicants with a workplace free from discrimination or harassment, and with equal employment opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by federal, state, or local law. Unlawful discrimination, harassment, and retaliation will not be tolerated in any of the Firm's offices or any other work-related setting. Qualified individuals with a disability may request a reasonable accommodation in order to apply for a position or to enable them to perform the essential functions of a position for which they are otherwise qualified. If you need an accommodation or need to discuss your situation, please contact the Chief Operating Officer.

Our Ideal Applicant

General knowledge of administrative tasks with a thorough familiarity with Microsoft Office (Outlook, Word, Excel, PowerPoint) and excellent customer service skills. The ideal candidate will work great with a team, in a team and fast paced environment. We are actively looking for a diverse applicant pool. LGBTQIA+ individuals, Black, Indigenous, people of color, parents, people with different abilities, veterans and folks who speak English as a second language are welcome to apply.

Requirements

- Minimum of a high school diploma or equivalent is required, advanced skills or education is a plus
- Administrative experience in the professional services industry preferred
- Proficient in Microsoft Office applications including Outlook, Excel, Word, and Power Point
- Strong attention to detail
- Able to understand a variety of computer programs
- Comfortable handling multiple phone lines
- A detailed communicator, able to relay clear messages and project updates
- Calm under pressure
- A natural problem solver, who will seek further guidance when needed
- Professional and helpful demeanor
- Candidate should be a self-motivated and a resourceful team player
- Bilingual (a plus, not required) - language test scores showing a listening, speaking, reading, writing Spanish proficiency of at least "2 / 2+" using ILR or of "Advanced-Low" using ACTFL

Responsibilities

- Receptionist relief, which includes:
 - Answering multiple phone lines and directing calls appropriately
 - Greeting and seating clients
 - Maintaining conference room calendars as needed
 - Filling in when receptionist or another back-up is unavailable or as needed
- Other duties as assigned
- Opening and closing of client files
- Vault Audit for Asheville and Hendersonville offices
- Indexing of title work
- Audit of Corporate books (updates/purges)
- Maintain filing system for administration department
- Assist in updating and maintaining client and contact lists
- Provide back up support for Legal Assistant duties (including conflict checks, copying, scanning, mailing, data entry, etc.)
- Provide back-up support for mail and courier duties
- Assist Administration team with special projects

How to Apply

We offer an excellent benefits package and competitive salary, commensurate with experience. All inquiries and applications will be kept in confidence. Please submit all application materials to careers@vwlawfirm.com.