



## **CORPORATE-TRANSACTION LEGAL ASSISTANT**

Milligan Lawless is a fast-paced, professional, and team-oriented law firm dedicated to providing exceptional legal services. We are currently seeking an experienced Corporate/Transaction Legal Assistant to join our dynamic team.

### **Job Summary and Essential Functions:**

The Corporate/Transaction Legal Assistant will have a solid understanding of an assistant's role in transactional areas of practice, such as corporate, bank finance, mergers and acquisitions. Key responsibilities include:

- Assist attorneys with document preparation, drafting and distributing transactional documents and provide assistance during the transaction closing process
- Providing administrative support including clerical duties, answering phones, scheduling calls, coordinating and maintaining attorneys' calendars, travel arrangements, and continuing legal education (CLE) and bar dues
- Assisting with handling billable work such as, State, Arizona Corporation Commission (ACC) and Securities and Exchange Commission (SEC) filings
- Working independently on assigned matters and special projects as needed

### **Qualifications and Experience:**

- Three years' experience working in a law firm transactional department; some familiarity with litigation matters, a plus
- Associate or Bachelor's degree preferred; equivalent combination of education and/or experience will also be considered
- Expert knowledge of the MS Office Suite (Word, Excel, Outlook, etc.), Adobe and other relevant software or applications
- Proven experience with transactional matters

### **Skills, Knowledge and Abilities:**

- Excellent attention to detail with strong organizational skills and the ability to prioritize effectively
- Strong written and verbal communication skills
- Ability to handle and maintain highly confidential information
- Capacity to work independently and collaboratively within a team
- A desire to learn new skills and take on additional responsibilities as opportunities arise

### **Benefits:**

Milligan Lawless offers a competitive salary and a comprehensive benefits package including medical, dental, 401k, PTO and additional benefits.

**How to Apply:**

Submit resume and cover letter (please include references) to Cynthia Webler at [cynthia@milliganlawless.com](mailto:cynthia@milliganlawless.com).

Milligan Lawless is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.