

Executive Assistant

Johnston, Kinney & Zulaica LLP ("JKZ") is a boutique San Francisco financial district law firm whose mission is to provide thoughtful and practical solutions to support and protect our clients through life's challenges. We are a women and minority-owned law firm that currently has 11 attorneys. Our practice areas are estate planning, trust administration, probate and family law. We also specialize in international estate planning, tax, probate and trust administration for high wealth clients, including a significant portfolio of multinational clients in the UK, Mexico, and Central and South America. JKZ attorneys have made significant contributions to the development of LGBT estate planning and family law. We work every day to cultivate trusted relationships with our clients, our employees and our community.

JKZ is looking for an Executive Assistant for an extremely busy law firm partner. The successful candidate will have 5+ years of recent experience as an Executive Assistant, advanced proficiency with MS Word and a proactive work ethic. Hours generally are M-F 9:00 a.m. to 5:30 p.m.

Responsibilities include but are not limited to a full range of secretarial and administrative tasks including managing calendars, travel arrangements and expense reimbursements creating, revising and formatting legal documents, spreadsheets and presentations using the Firm's software, document comparison and proofreading. Answering phones, entering attorney time, along with other general secretarial duties and projects as assigned.

Qualifications:

- Proficiency in Microsoft Office Suite, Outlook, Adobe and client and document management systems.
- California Notary Public (a plus, but not required).
- 5+ years recent experience.
- Solid command of English including excellent spelling, grammar, punctuation, form and style.
- Organized and detail oriented.
- Be able to communicate clearly and work well with a team and on your own.

In addition to a competitive compensation and bonus programs, JKZ also offers medical, dental and vision insurance, disability and life insurance, 401k and Profit Sharing Plan, Commuter Check subsidy combined with pre-tax transit deduction benefit, FSA for Healthcare and Dependent Care, PTO and 10 paid holidays. We also offer paid State Bar and BASF dues for attorneys and paralegals, as well as paid Continuing Legal Education study. Snacks and catered staff and attorney meetings are also a plus! We sponsor quarterly happy hours and firm-wide volunteer days.