

PARALEGAL/EXECUTIVE ASSISTANT POSITION IN MARIN

Robb & Ross is a small, long-established Mill Valley law firm, working with sizeable family-owned businesses on varied business and estate planning matters as well as probate matters and trust administration.

We are looking for someone who can offer high-level support combining executive assistant, paralegal, and secretarial duties in a friendly environment and an attractive office setting on the water, just 5 minutes from the Golden Gate Bridge.

Responsibilities:

- Business matters: Drafting transactional documents, corporate minutes, and the like; making government filings.
- Estate planning: Assisting with the planning and preparation of trusts and other estate planning documents.
- Trust administration: Handling basic trust administration tasks from beginning to end.
- Information management: Tracking and compiling information internal to the client and external (such as legislation, lawsuits against competitors, etc).
- Interacting with clients, third parties, and government agencies.
- Organize and maintain files and a file system

Qualifications:

- Bachelor degree required
- Paralegal certificate preferred
- Excellent organizational skills
- Self-starter and an avid learner
- Excellent written and oral communication skills
- Detail oriented
- Proficiency with Microsoft Office

Compensation:

- \$100,000–\$150,000 per year, depending on experience and qualifications.
- Health benefits
- 401(k)
- Allowance for gas and bridge fare and free parking

How to Apply:

Please email letter of introduction and PDF of resume to:
resumes@robbandross.com