

Coleman | Talley

Administrative Assistant (Jacksonville, FL)

Coleman Talley LLP is seeking a detail-oriented and dependable Administrative Assistant to join our Jacksonville, Florida office. This position is essential to the day-to-day operations of the firm, supporting attorneys and staff while helping maintain an efficient and organized office environment.

The Administrative Assistant will also play a key role in delivering a welcoming and professional experience for our clients.

Responsibilities include opening new files, initiating conflict checks, preparing engagement letters, coordinating and scheduling meetings, and performing a variety of administrative support tasks.

The ideal candidate will possess strong communication skills, exceptional attention to detail, and the ability to follow instructions effectively. We are looking for a motivated self-starter who thrives in a collaborative team setting and can manage routine responsibilities and deadlines with consistency and accuracy.

If you are organized, proactive, and eager to contribute to a professional legal environment, we encourage you to apply.

Responsibilities:

- Assist with general administrative tasks.
- Order and maintain office supplies.
- Open and close the office daily.
- Handle incoming and outgoing mail.
- Answer the door and greet visitors.
- Send and log overnight packages.
- Open and organize new files.
- Prepare cover letters and other correspondence.
- Maintain a clean and organized office environment.
- Assist with scheduling and coordinating meetings.
- Provide support for office events and meetings, including setting up and cleaning up.
- Manage office equipment and coordinate repairs as needed.
- Perform other duties as assigned to support the office.

Qualifications:

- Some college coursework completed.
- Previous experience in a professional office setting is preferred.
- Strong organizational skills and attention to detail.
- Strong reading comprehension and ability to follow directions.
- Excellent written and verbal communication skills.
- Self-starter with the ability to work independently and as part of a team.
- Ability to handle multiple tasks and prioritize effectively.
- Friendly and professional demeanor.

Technology:

- Proficiency in Microsoft Office software (Word, Outlook, Excel, PowerPoint)
- Understanding of DocuSign
- Proficiency in Adobe Pro and/or Kofax
- Understanding of online file collaboration sites such as ShareFile
- Experience with NetDocuments, Centerbase or similar LMS software, a plus.

Schedule: Full-time from Monday -> Friday, during the hours of 8:30 a.m. to 5:00 p.m.

Compensation: Commensurate with experience

Benefits for Full-time Employees:

- Paid time off
- Health Insurance
- Dental
- Vision
- Life Insurance
- Disability
- Flexible Spending Account
- 401(k) Retirement with Matching Contributions

How to Apply: Submit your resume, cover letter, and references to jobopportunity@colemantalley.com. We offer competitive compensation and benefits, a supportive work environment, and opportunities for professional growth. Join our team and contribute to the success of our clients and our firm.