

Coleman | Talley

Executive Assistant – Jacksonville, Florida

The law firm of Coleman Talley LLP is seeking an Executive Assistant to join our team in our downtown Jacksonville, FL office. This position provides administrative and organizational support to the Managing Partner and serves a key role in supporting and coordinating the firm's Affordable Housing practice. The ideal candidate is highly organized, proactive, professional, and comfortable balancing executive support, and project coordination.

Responsibilities:

- Provide executive-level administrative support to the Managing Partner, including inbox and calendar management, meeting coordination, coordination of travel arrangements, including flights, lodging, transportation, and itineraries.
- Serve as planning lead for the Affordable Housing practice, including scheduling, meeting logistics, deadlines, coordination across attorneys and external parties, and event and conference support.
- Oversee the firm's affordable housing coalition memberships, including renewals, sharing important communications with the housing team, event registration, sponsorships, and related administrative requirements.

Qualifications:

- Associate or bachelor's degree preferred; relevant experience may be considered in lieu of a degree.
- Prior experience as an executive assistant, administrative assistant, or similar role in a professional services or law firm environment required.
- Strong organizational skills with exceptional attention to detail.
- Ability to manage multiple priorities, deadlines, and projects simultaneously.
- Professional demeanor with strong interpersonal and service skills.
- Excellent written and verbal communication skills.
- Ability to work independently while collaborating effectively with attorneys and administrative staff.
- Experience supporting senior leadership or executives strongly preferred.

Technology:

- Proficiency in Microsoft Office software required (Word, Outlook, Excel, PowerPoint, Teams)
- Understanding of DocuSign; experience preferred.
- 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, 37.50 hours/weekly - Monday through Friday between the hours of 8:30 a.m. to 5:00 p.m.

Location: Onsite, Downtown Jacksonville, FL

Compensation: Commensurate with experience

Benefits for Full-time Employees:

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| • Paid time off | • Vision | • Flexible Spending Account |
| • Health Insurance | • Life Insurance | • 401(k) Retirement with |
| • Dental | • Disability | 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.