

## Administrative Assistant

With 12 offices across the US, Brownstein Hyatt Farber Schreck is where business, law and politics converge. Founded in 1968, Brownstein provides its clients a value that no other law firm can match—an integrated approach that combines sensible business solutions with 20 years of Capitol Hill perspective. The firm's 250 lawyers and policy professionals have built a reputation for providing multidisciplinary legal counsel that drives results and connects business leaders to the information they need to make decisions.

Our Washington, DC office is looking for a highly accomplished Administrative professional with Congressional experience to perform administrative duties for Policy management team. The responsibilities include screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data; and customer relations.

The successful candidate will possess strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Sensitivity to confidential matters is required, and experience with a Lobbying firm is a plus.

### Essential Job Functions:

- Prepare the daily schedule for the Shareholders
- Schedule staff meetings
- Make reservations for air travel, ground transportation and lodging
- Prepare detailed itineraries
- Submit expense reimbursements
- Review mail
- Handle all written correspondence
- Ensure that Shareholders are provided with all briefing materials for each meeting and event by coordinating with event participants
- Monitor incoming telephone calls, take messages and return calls as requested.
- Place outgoing calls and maintain record of calls
- Maintain files, including notes and correspondence
- Organize documentation and materials for Shareholders
- Act as a liaison for clients
- Maintain a good working relationship with the Assistants and other Shareholders
- Work well under pressure
- Work a flexible schedule (some OT required)
- Perform other duties as required

Skills and Knowledge required:

- Minimum of 5 years administrative experience
- Strong telephone skills
- Strong oral and written communications skills
- Ability to exercise discretion and independent judgment with respect to prioritization of and recommendations of appointments
- Strong computer skills
- Legislative experience a plus +
- Ability to handle multiple assignments and meet established timelines
- Must be a superb communicator, both orally and in writing

Please direct all resumes and inquires to the attention of Portia Williams [pwilliams@bhfs.com](mailto:pwilliams@bhfs.com)