

## Legal Secretary - Real Estate

Brownstein Hyatt Farber Schreck, a Denver based downtown law firm with 250+ attorneys, is currently seeking an experienced Legal Secretary to support multiple attorneys in our Real Estate and Land Use practice area. This role is a great opportunity for an assistant who thrives being proactive in a fast paced environment while handling responsibilities that prepare the attorneys for their busy practices. We are seeking someone who is familiar with real estate terms and understands the importance of relationship building amongst clients and coworkers.

The responsibilities include maintaining all aspects of attorney's practice through effective communication, planning travel arrangements, extensive calendar management, preparing of hearing notebooks, phone coverage, records management, time entry and other projects.

We require at least 5 years of experience as a legal secretary or executive assistant, preferably from within a law firm. To qualify, strong organizational skills and professionalism are a necessary asset along with the ability to prioritize effectively.

Please send cover letter & resume to Colleen Wheeler, Staff Recruiting Manager, at [cwheeler@bhfs.com](mailto:cwheeler@bhfs.com).