

# Staff - Administrative/Executive Assistant - Miami

## Job Category: Staff

Position type:

### Description:

Shutts & Bowen LLP seeks an Administrative Assistant to provide executive level support to the COO and Benefits Manager in our Miami Office. The primary responsibility of this role is to maintain schedules, coordinate and manage various firm committee meetings and agendas, and ensure proper follow-up; handle clerical duties, including answering Administrative incoming calls, electronic filing, opening/routing mail, and processing invoices; track and reconcile monthly credit card statements; ensures consistent and efficient interaction with all parties across the firm internal and external; demonstrate poise and tact under pressure and handle matters with sound judgement and confidentiality. Perform other relevant duties as assigned.

Position type: Full time; nonexempt; hours 9:00 AM – 5:30 PM; M-F.