

# MACCHI & MACCHI, LLC

## Open Position: Legal Executive Assistant

Position Description: Experienced, exacting, and congenial legal executive assistant sought for 31 hours per week in our Norwood office. This position supports both the Managing Partner and the Senior Counsel. The ideal candidate will possess exceptional skills and experience and will also enjoy the camaraderie and ongoing learning opportunities of a small firm.

Firm Description: Macchi & Macchi, LLC is a small and expanding law firm specializing in Zoning/Permitting, Land Use, and Commercial Real Estate as well as Trust & Estates and Probate. We provide real estate counsel to several Fortune 100 companies while also serving local businesses, organizations, and individuals.

Experience: The candidate should be experienced in the legal field in roles supporting a Partner in Charge or Managing Partner. In addition, the candidate should be experienced in traditional legal assistant duties such as reviewing all incoming firm e-mails, answering and routing all incoming calls, drafting/finalizing client/attorney correspondence, opening and closing client matters, maintaining client filing (both electronic and paper files), scheduling appointments and meetings, and preparing for off-and on-site client meetings.

The candidate should also be experienced in some administrative and paralegal duties, such as ordering supplies, preparing and assembling booklets for client hearings, and research on town/municipal, state, and governmental sites.

Skills: Since this position requires a great deal of direct client contact, the candidate should possess a professional and friendly demeanor; exceptional written and verbal skills; excellent organization and prioritization skills; accuracy with and fastidious attention to detail; and the ability to manage multiple concurrent deadlines. A high level of proficiency with Microsoft Office Suite required; experience with a legal document management software platform preferred.

Hours and Compensation: This position requires a consistent, physical presence for 31 hours per week (M-Th 9-5 and Fri 9-12) in our Norwood office. It is a non-exempt position that includes paid holidays and vacation time, which increase annually based on tenure. Since the firm employs fewer than five people, there are no additional group benefits such as health/life insurance, pension, 401k, etc. Compensation commensurate with experience.

Interested candidates should contact the firm via e-mail at: [recruiting@macchi-law.com](mailto:recruiting@macchi-law.com), and should include a current resume and cover letter.