

LSS Administrative Assistant

LS Tech Services Department

Summary:

Performs a range of administrative duties in support of the mission of the LSS and Department. Identifies problems and recommends solutions; always works to improve the administrative functions of the department.

Email Resume [Here to Apply](#)

Qualifications:

- Excellent communication, organizational, and interpersonal skills.
- Strong service orientation and an understanding of importance of developing effective working relationships others.
- Proficiency in Microsoft Office and document management systems.
- College degree preferred.

Duties and Responsibilities:

- Maintains financial system for outsourced expenditures and generates reports. Prepares purchase requests and authorizations. Serves as liaison with the Accounting Department and with the Purchasing Unit.
- Assists Analysts with case work such as; data entry, proofing documents and vendor coordination for trial setup.
- Maintains departmental tracking sheets.
- Maintains department files, case/project files, subject files, vendors files, etc. Establishes new files, performs filing. Manages “reference collection” of periodicals, books and other information.
- Maintains department bulletin board of upcoming conferences, training opportunities, and points of interest. Maintains department calendar to track leave and training.
- Coordinates department meetings and events. Provides assistance to the Director and Manager.
- Maintains assignment information, contact information, and assists with various departmental status reports.
- Provides excellent customer service. Able to work in team environment and independently.
- Answers phones, including the main department number. Distributes mail and routes requests to appropriate staff. Assists with ordering supplies, arranging for travel, and securing reimbursements of various kinds.
- Timely and regular attendance.
- Other duties as assigned.

Duties and Responsibilities (Continued):

- Note: As with all positions it will be required to perform other duties as deemed necessary and assigned by the LSS Director or Firm Management.

Status: Non-Exempt

Reports To: Director of LSS

Workplace Type: Hybrid as needed

Salary range is \$52,000- \$73,500.

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