



Administrative Assistant

DiCello Levitt LLP
Cleveland, OH

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DiCello Levitt, a nationally prominent, Chambers and Benchmark-rated law firm with offices nationwide, is seeking an Administrative Assistant in Cleveland, Ohio.

Description

This listing is for a full-time role in a dynamic office environment, where you will support the daily operations of the team and ensure smooth administrative functions. The position requires a proactive individual who can efficiently manage tasks and interact with various departments.

The Administrative Assistant will be responsible for organizing calendars, managing correspondence, and assisting with document preparation. They will also handle data entry, maintain filing systems, and provide general office support to ensure operational efficiency.



Administrative Assistant (Continued)

Role and Responsibilities:

- Handle, organize, and file digital documents for easy access and retrieval.
- Create, format, and proofread documents such as reports, memos, and correspondence.
- Ensure the smooth operation of day-to-day clerical activities.
- Provide general administrative assistance to staff, including submitting invoices for payments and calendaring deadlines and tasks.
- Input and maintain accurate information in databases, spreadsheets, and records.
- Assist with coordinating meetings and appointments.
- Work within the ESI team to help ensure protocols are followed.
- Additional duties as assigned.

Desired Skills and Qualifications

- Demonstrate exceptional organizational abilities by maintaining a structured and efficient workflow, ensuring tasks are completed accurately and on time with minimal supervision.
- Ability to manage multiple tasks, schedules, and documents efficiently.
- Proficient in both written and verbal communication to interact with clients, attorneys, and staff.
- Skilled in accurately entering, updating, and maintaining information into databases or management systems.
- Familiarity with office software (e.g., Microsoft Office)
- Strong understanding of maintaining discretion and confidentiality with sensitive legal information.
- Additional software that would be beneficial but not required is Everlaw, Sharefile, Litify and NetDocs.

Education and Experience

- A minimum of 3 years of experience as an administrative assistant or similar office role supporting multiple individuals/lawyers.
- Prior law office experience with ESI involvement or working for an ESI vendor is not required, but beneficial.

Please click [here](#) to submit your application.



About DiCello Levitt

At DiCello Levitt, we're dedicated to achieving justice in all its dimensions, from protecting individual rights to achieving environmental justice to restoring basic human dignity through the justice system. Our firm works tirelessly for a just and equitable future for our clients through class-action, mass tort, civil rights, whistleblower, and personal injury litigation, among other practice areas.

Our lawyers are highly respected for their ability to litigate and win cases – whether by trial, settlement, or otherwise – for people who have suffered harm, businesses that have sustained significant economic losses, and public clients seeking to protect their citizens' rights and interests. Every day, we put our reputations – and our capital – on the line for our clients.

For more, visit our website: dicellolevitt.com.

DiCello Levitt LLP is committed to ensuring equal employment opportunity and non-discrimination. The firm prohibits unlawful discrimination in any term or condition of employment against any employee or applicant for employment because of the individual's race, color, creed, religion, sex, age, marital status, national origin, ancestry, citizenship, sexual orientation, gender identity or expression, genetic information, disability, membership or service in the armed forces, or any other characteristic protected by law.