

## **Litigation Legal Assistant – Ellis & Winters LLP**

Ellis & Winters LLP is a boutique law firm specializing in complex litigation and commercial real estate. With offices in Raleigh, Greensboro & Charlotte, North Carolina, the firm represents clients statewide, as well as regionally and nationally. Founded to offer a strong emphasis on client service, Ellis & Winters attorneys provide high quality legal services effectively and efficiently. Our clients include many members of The Fortune 500.

Ellis & Winters has a wonderful career opportunity for an experienced, detail-oriented, litigation legal assistant, in our Greensboro office. The position is ideal for a self-motivated, energetic and organized individual. Our firm values inclusion and education, career development and training are among our core principles. We seek team members who are willing and eager to learn, develop and expand their knowledge base.

Duties and functions include performing administrative tasks within various billing and case management software, billing, time entry, and logistical duties as needed, as well as assisting with front desk duties when needed. Candidates should be self-starters with great multi-tasking abilities, organization, and time management skills, and demonstrate exceptional attention to detail.

### **Qualifications:**

- Experience in a law firm or legal department is preferred.
- Bachelor's degree preferred.
- Proficient in Microsoft Office applications.
- Experience filing in State and/or Federal Court a plus.
- Works well independently and as a member of team.
- Outstanding verbal and interpersonal communication skills.
- Detail oriented, superior organizational skills, strong proofreading skills.

Please send a cover letter and resume to Heather Butler at [heather.butler@elliswinters.com](mailto:heather.butler@elliswinters.com)