

Administrative Assistant

La Tanzi, Spaulding & Landreth in Orleans, MA is seeking a part-time (20-25 hours per week) **administrative assistant** for their Probate Department. This individual should have strong Microsoft Office skills, good work ethic and a desire to work in a fast paced, professional setting with a fantastic group of attorneys and paralegals. The successful candidate will be responsible for calling clients to schedule appointments, helping to maintain calendars, entering attorneys' time into time and billing system, editing and finalizing bills, filing, scanning, and other administrative and clerical duties designed to support the Probate Department. There is some flexibility in the weekly schedule and we are willing to train the right person. Salary commensurate with experience.

Please send resume and cover letter to jwalsh@latanzi.com
<https://www.latanzi.com/>