CREATIVE PLANNING

Title: Legal Administrative Assistant

Location: Burlingame, California

Job Description: **JOB SUMMARY**

The **Administrative Assistant** provides administrative and substantive legal support to the Estate Planning Attorneys and Estate Planning Paralegals of Creative Planning's legal department.

We do not accept resume submissions from third-party recruiters or staffing agencies. Please contact our recruiting team directly.

JOB DUTIES

- Prepares mailings to clients of documents to be signed
- Coordinate in-office execution of documents from clients
- Reviews and processes incoming signed documents from clients
- Records deeds
- Prepares attorney and transmittal correspondence
- All other duties as assigned

REQUIRED QUALIFICATIONS / EXPERIENCE

- 1+ years of administrative support or paralegal experience

PREFERRED QUALIFICATIONS / EXPERIENCE

- Proficient in MS Office

Salary Range: $$50,000 - $58,000