

Personal/Executive Assistant and Paralegal

Company: Athlos Academies

Location: Boise, ID

Reports to: Chief Financial Officer

Classification: Full-time, salary, exempt

Benefits: Yes

Compensation: DOE

Position Overview

The individual who fills this position will be responsible assisting the CLO, CFO and owners, as well as working independently as assigned, to provide support in a variety of areas, including finance and real estate. This person should anticipate performing clerical and administrative tasks in addition to his/her paralegal functions.

Duties & Responsibilities

- Research and preparation to ensure executives have background information and resources needed to be prepared for internal/external meetings
- Manage incoming phone calls, emails and other correspondence on behalf of owners and executives
- Maintaining docket and calendar of in-house finance team workflow
- Schedule and coordinate meetings and appointments
- Assist with due diligence
- Help with the preparation of closing documents
- Manage assembly, execution and delivery of documents at property closings
- Reviewing and basic understanding of title work and surveys
- Contract management including retention and organization of existing and new contracts.
- Management of large libraries of documents
- Participate in special administrative and research projects as needed
- Manage and ensure compliance with company document retention policy

Qualifications & Experience

- Paralegal or legal assistant experience preferred
- Contract management experience preferred
- Experience in real estate or finance law preferred

Education & Background

- Bachelor's Degree or 2 years of related experience
- Paralegal Certificate (minimum of 2 years experience can replace certificate requirement)
- Experience as a legal assistant or contract manager a plus

Skills & Intangibles

- Excellent attention to detail
- Strong organizational skills
- Must be able to multitask and prioritize assignments
- Ability to work independently
- Strong critical thinking skills
- Must be proficient in Microsoft Office (including Word, Excel, and Power Point)

How to Apply

Visit www.athlosacademies.org/careers for application; submit resume and application to hr@athlosacademies.org.

Equal Opportunity Employer

Athlos Academies is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, age, sex, marital status, national origin, ancestry, disability, handicap or veteran status.

Athlos Academies Headquarters: 918 W. Idaho St., Boise, ID, 83702

Office: (208) 519-4000

HR Fax: (208) 917-4626

HR Email: hr@athlosacademies.org

Web: www.athlosacademies.org