

CORPORATE LEGAL ASSISTANT

We are an international law firm headquartered in midtown Manhattan seeking full-time legal assistants for our corporate practice. Corporate legal assistants are assigned to specific practice groups or teams and work directly with lawyers and clients. These positions offer an excellent experience for those who are contemplating law school.

Responsibilities include but are not limited to:

- Drafting basic corporate documents
- Preparing for and assisting at closings
- Assisting with due diligence reviews
- Coordinating with government agencies
- Coordinating with corporate service companies and vendors
- Coordinating with other support services at the firm

Requirements:

The ideal candidate will have excellent organizational skills, strong attention to detail, the ability to juggle multiple tasks and deadlines, strong communication skills, both written and oral and the ability to work effectively under pressure.

- Bachelor's degree
- Willing to make a two year commitment to the firm
- Available to work overtime
- Available to begin work between April 2010 and September 2010
- Legally eligible to work in the United States for two years

To apply please contact:

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