

Motley Rice is one of the nation's largest plaintiffs' litigation firms. Our mission transcends cases and awards as we fight for big causes and work to advance the greater good, not just for our clients, but for society as a whole. Our attorneys aggressively seek justice and accountability for victims across a broad range of impactful litigation, spanning securities and consumer fraud, occupational disease and toxic tort, medical drugs and devices, environmental damage, antiterrorism, human rights abuses and other case areas. Strengthened by a breadth and depth of knowledge, resources and experience, our attorneys have helped shape some of the most significant settlements and decisions over the past 30 years as we diligently work to protect the rights of consumers, families, investors, businesses and public entities.

The firm is seeking an Administrative Legal Assistant onsite in our Philadelphia, PA office. Key components of the position will include calendar and travel management, logistics coordination for events, maintaining and ordering supplies inventory, processing expense reports, tracking professional compliance requirements, maintain records and files, providing a welcoming reception to visitors, and providing other general administrative support as needed.

Applicants should have strong organizational, communication and problem-solving skills, an exceptional attention to detail, and the ability to work both independently and as part of a team.

To be considered for this exciting opportunity, please send a cover letter and resume to staffing@motleyrice.com.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an equal opportunity employer. We participate in e-verify.