**Corporate Assistant Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Corporate Assistant to lead the coordination, facilitation, and recording of the activities of the board and its committees, and maintain corporate governance documents and related systems.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Coordinate and attend board and committee meetings and draft board resolutions and minutes
* Serve as a liaison for directors, officers, and members
* Maintain key corporate documents, such as company bylaws, board policies, and procedures, committee charters
* Provide meeting notice requirements, determine agendas, and coordinate meetings of the board and its three committees (Organizational Group Oversight Committee, Governance, and Personnel
* Committee and Finance and Audit Committee), and members and other interested persons
* Facilitate any industry sector or member votes to change bylaws or elect directors and organizational group members
* Maintain governance task list to monitor and ensure compliance with requirements, and facilitate the required reviews of governance documents
* Set future board meeting dates, provide notice as required by the bylaws, and maintain the board meeting calendar;
* Provide updates to a public-facing website, including roster changes, calendar updates, and postings of agendas and other corporate documents
* Monitor and maintain the board portal system and other internal related systems
* Oversee membership responsibilities, which include responding to and processing new member requests, maintaining membership records, and updating member mailing lists.
* Actively participate with counterparts across the enterprise
* Perform legal research and provide legal advice to internal management team members

### About you

* Bachelor’s Degree and Juris Doctorate from an ABA-accredited institution is required
* Active license and good standing in the state bar
* Minimum of [insert number] years of legal experience including board governance and corporate law
* Excellent interpersonal and leadership skills are required
* The ability to effectively communicate both orally and in writing, to both technical and non-technical audiences, and present to large groups is required
* Proficiency with Microsoft Office Word, Excel, Outlook, PowerPoint, and SharePoint is desired
* Industry experience is desired

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]