



**Employer Name:** Cravath, Swaine & Moore LLP

**Position Title:** Corporate Legal Assistants

**Location:** 825 8th Ave, Manhattan, New York City, New York 10019, United States

**Industry:** Legal

Please apply for only one of the Two Legal Assistants Jobs (Corporate or Litigation), not both

### **Job Description**

Corporate Legal Assistants help to provide legal service of the highest caliber to our clients.

These positions are located in our New York office and the schedule is Monday through Friday, 9:30 a.m. to 5:30 p.m. We offer a competitive salary and excellent benefits including medical, dental, vision care, 401(k), and health club privileges.

### **Responsibilities**

Corporate Legal Assistants help to provide legal service of the highest caliber to our clients. They assist in all phases of client transactions, including due diligence document reviews, drafting/negotiation sessions, corporate filings, closings and post-closing matters. They frequently conduct research and assist in compiling corporate information binders. Our Corporate Legal Assistants assume a high level of responsibility for keeping track of, organizing, proofreading, filing and distributing documents related to corporate deals. They interact frequently with partners, associates and clients.

### **Qualifications**

Candidates must have a bachelor's degree with high academic standing. We are looking for highly motivated self-starters who are comfortable interacting in a professional environment. Excellent communication skills are key. Candidates must have the ability to work well under pressure and coordinate several activities at once. They must also have the ability to show initiative to problem-solve and a capacity to meet strict deadlines. Must have strong research skills and be computer and internet proficient. There is a considerable amount of overtime required in this job and you must be available as needed. Candidates must be willing to make a two year commitment.

**Duration:** Permanent

**Job Functions:** Legal

### **Employer Description:**

Cravath, Swaine & Moore LLP is one of the preeminent law firms in the world, with a long-established reputation for superior legal work. The Cravath firm, founded in 1819, maintains offices in New York and London. Cravath emphasizes the quality of its legal services. We are not, and will never try to be, the largest law firm measured by number of lawyers. Our goal is to be the firm of choice for clients with the most demanding transactions and cases. Cravath stands apart in its record of success for clients. The outstanding quality of our work and our success in achieving our clients' goals are the keys to the value that Cravath has provided to clients for over 190 years.

### **Employer Locations:**

825 8th Ave, Manhattan, New York City, New York 10019, United States

**Allowed School Years:** Senior

**Allowed Majors:** All majors allowed

**Work Authorization Requirements:** US work authorization is required