

Employer Name: Cravath, Swaine & Moore LLP
Position Title: Corporate Legal Assistant
Location: New York City, New York, United States of America
Industry: Legal & Law Enforcement



Job Description:

The Selective Liberal Arts Consortium will hold its NY Recruiting Day in New York on Friday, January 3, 2020. Please be aware that travel is required to participate in this event, and interviews will take place on that date and at that location only. You will be notified by November 22nd if you have been selected to interview.

Please ensure that you have completed the work authorization status in your Handshake student profile as that will help you determine how closely you meet the employer's job/internship preferences.

Overview:

Corporate Legal Assistants help to provide legal service of the highest caliber to our clients. We are seeking highly motivated self-starters who are comfortable interacting in a professional environment.

Responsibilities:

- Assisting in all phases of client transactions, including due diligence document reviews, negotiation sessions, corporate filings, closings and post-closing matters;
- Conducting research and compiling corporate information binders;
- Assuming a high level of responsibility for keeping track of, organizing, proofreading, filing and distributing documents related to corporate deals; and
- Frequently interacting with partners, associates and clients.

Qualifications:

- Bachelor's degree with high academic standing;
- Excellent communication skills;
- The ability to work well under pressure and coordinate several activities at once;
- The initiative to problem-solve;
- The capacity to meet strict deadlines;
- Strong research skills;
- Proficiency using computer software and the internet;
- The flexibility to work a considerable amount of overtime and be available as needed; and
- The willingness to make a two year commitment.

This position is located in our New York office and the start date will be June 2020. We offer a competitive salary and excellent benefits including medical, dental, vision care, 401(k) and substantial health club discounts.

Contact: Kaley Brock (212)474_3081

Duration: Permanent

Job Function: Legal

Employer Description:

Cravath has been known as one of the premier U.S. law firms for two centuries. Each of our practice areas is highly regarded, and our lawyers are recognized around the world for their commitment to the representation of our clients' interests. Our primary areas of practice include: corporate, litigation, tax, executive compensation and benefits and trusts and estates.

Allowed School Years: Senior

Allowed Major(s): All majors allowed

Work Authorization: US work authorization is required