

Administrative Assistant

About Us

Spiros Law is dedicated to providing exceptional legal representation for people whose lives have been turned upside down by injury. Our clients are often facing pain, grief, and financial hardship — and we stand beside them through it all. Our team of passionate attorneys and staff are committed to making a real difference, fighting for the underdog, and changing lives. We believe this work is more than a job — it's a calling.

Why This Role Matters

At Spiros Law, every client win is a team win — and Administrative Assistants are a driving force in making that happen. From communicating with clients to preparing critical documents and solving problems in real time, your work directly shapes outcomes. The work is challenging, but deeply rewarding — and the impact you'll have on both our team and our clients is immeasurable.

Who Thrives Here

This isn't just about skills — it's about mindset. The Administrative Assistants who thrive at Spiros Law are:

- Highly motivated and driven to make a difference
- Known for strong work ethic, consistency, and follow-through
- Positive, adaptable, and resilient when challenges arise
- Energized by being part of a stellar, collaborative team

What You'll Do

You'll make an impact by:

- Managing client communication (calls, emails, texts) with professionalism and empathy
- Organizing and maintaining fully electronic case files
- Preparing documents, presentations, and forms (Word, Excel, PDFs, PowerPoint)
- Scheduling meetings, deadlines, and attorney tasks
- Spotting problems before they happen and finding solutions
- Protecting confidentiality and handling sensitive information with care
- Adapting to change and staying resilient — every client and day is different

What We're Looking For

We're looking for someone who:

- Wants to build a long-term career in a meaningful role
- Thrives on being reliable, detail-oriented, and organized
- Enjoys connecting with people and being a trusted support
- Has strong tech skills (Microsoft Office, PDFs, Canva) — or the drive to learn quickly
- Thinks ahead, solves problems, and clears the path for others
- Brings positivity, flexibility, and a growth mindset every day

What We Offer

- Health, dental, and vision insurance
- IRA Plan
- Paid time off and holidays
- Quarterly bonus program
- Salary range: \$37,500–\$50,000/year based on experience

We invest in our people because when you thrive, our clients thrive.

Ready to Apply?

Think you're not the "perfect" candidate? That's okay. If this role excites you and you want to make a difference, we want to hear from you. Join us and help us fight for the underdog. Send your resume and cover letter to jellars@spiroslaw.com.