

**Legal Assistant - Culp Elliott & Carpenter, PLLC**  
Charlotte, NC

Culp Elliott & Carpenter is a boutique law firm in the South Park area of Charlotte, NC focused on serving high-net-worth individuals and companies. We are seeking a highly organized and professional Legal Assistant to support 2-4 attorneys. Someone highly attuned to details, a communicator, who freely uses technology (managing calendars, securely sending documents, setting up online meetings), and delivers excellent client service.

DUTIES AND RESPONSIBILITIES

- First and foremost, supporting your attorneys
- Document production, maintenance of electronic client files
- Client interactions and correspondence
- Calendaring and scheduling, meeting preparation
- Seminars and travel arrangements
- Supporting other team members and firm-wide needs as requested

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Ability to move forward independently and efficiently once a skill is mastered, expectations are explained
- Self-starter, looking for ways to help and improve outcomes
- Meticulous attention to detail and compliance with Firm best practices
- Strong interpersonal communication skills
- Collaborative, interested in helping others succeed as well
- Highly trustworthy and vigilant in handling confidential and sensitive information
- Technology strong in Word, Excel, PowerPoint, Adobe, and Teams – some proprietary software learning will be required

IN ADDITION

- Prior corporate or transactional experience is desired.
- Ideally 2+ years of administrative experience. Legally experience is highly desirable.
- Experience with Worldox and Case Map helpful, but not required
- Someone looking to make a career with us.

We offer a competitive compensation and benefits package, including paid medical and dental coverage. We are a firm of 45+ people in a mid-rise building with convenient parking in vibrant South Charlotte.