

<https://www.matfar.com/job/40458-entertainment-legal-assistant/>

Entertainment Legal Assistant

Description

An elite entertainment law firm is seeking a highly organized and proactive individual to join its team as an Entertainment Legal Assistant. As the right-hand person to an entertainment attorney, you will play a crucial role in supporting the day-to-day operations of our entertainment division. This position requires a keen eye for detail, exceptional communication skills, and the ability to handle a fast-paced and dynamic environment. The successful candidate will have a passion for the entertainment industry and possess the ability to anticipate needs and execute tasks efficiently.

Qualifications

- Previous experience as an executive assistant or in a similar administrative role in the entertainment industry or a law firm.
- Proficiency in MS Office (Word, Excel, PowerPoint) and other relevant software applications
- High level of discretion and ability to handle confidential information.
- Bachelor's Degree a +

Job Benefits

Amazing benefits. Firm closes for two weeks with full pay at Xmas, 20 PTO days, 20 holidays, generous bonus, 401K with matching and a contribution to the profit sharing plan.

Contacts

If you are passionate about the entertainment industry, possess exceptional organizational skills, and thrive in a fast-paced environment, we invite you to submit your resume to or contact:

- [Adrienne Barbee](#)
- adrienne@matfar.com
- 213-996-3734

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, Entertainment

Job Location

Los Angeles, CA

Working Hours

Hybrid Work Schedule. 3 days in office. Vaccination required.

Base Salary

\$ 75K - \$ 100K

Date posted

May 16, 2023