

## **Administrative Assistant (Canandaigua Office)**

Boylan Code LLP, an established law firm and is seeking a talented administrative assistant with legal experience for our Canandaigua, New York office.

This position requires experience in supporting attorneys and paralegals. We seek a candidate with excellent typing, grammar and proofreading skills, a professional demeanor and a “can do” attitude. The candidate must be able to work independently and as part of a cohesive team. Proficiency in Microsoft Office and a strong commitment to client service are essential for this position. Our firm is in the midst of a powerful and exciting period of growth.

This is a full-time position with a highly competitive wage and benefits package, including:

- A substantial contribution toward medical insurance (some plan options are fully funded by the Firm);
- Dental plan with optional vision benefits;
- 401(k) plan, including Firm match;
- Generous Paid Time Off package, including vacation, personal and sick time;
- Fully paid life and long-term disability insurance;
- Supplemental life insurance;
- Flexible Spending Account plan;
- Employee Assistance Program;
- Discounts on auto and homeowner’s insurance;
- Business casual workplace; and
- Free parking.

We seek a candidate with proven legal experience, who enjoys a hectic pace and is able to shift priorities easily. If you love legal work, have a team mindset and a great attitude, we want to meet you!

Boylan Code is a full-service law firm, working as trusted advisors who provide our clients legal expertise in a variety of specialized practice areas. Our clients include individuals and entrepreneurs, start-ups, multinational corporations, government entities, non-profit organizations, financial institutions, and more. We pride ourselves in helping our clients protect their investments and reach their goals.

At Boylan Code, we take great pride in providing our attorneys and staff with a healthy work/life balance. Our family-friendly culture is what sets us apart from other firms. We are a team of twenty-four attorneys, an administrative staff of eight, and thirty paralegals, administrative assistants and support staff, with dozens of areas of expertise, and hundreds of years of collective experience. Our approach is not transactional, it is holistic; we want to understand and serve our clients, their families, their businesses, and their unique issues, challenges and opportunities. Our strong commitment to client service is at the heart of everything we do. Everyone at Boylan Code shares a commonality of purpose – we are passionate about the idea that the right people can and do provide the intellectual strength, passion and vision to become key drivers of success for our clients.

Boylan Code is ranked in the Rochester top tier by Best Lawyers in America for Alternative Dispute Resolution, Bankruptcy & Creditor/Debtor Rights, Corporate Law, and Trusts & Estates.

Only those applicants with relevant experience will be considered. We are looking for someone who can hit the ground running on day one. Notary Public license is helpful, but not required.

Please submit your cover letter and resume in complete confidence to: Angela Huetten, Controller, at [ahuetten@boylancode.com](mailto:ahuetten@boylancode.com). Please do not respond to this job posting through LinkedIn.

We regret that we cannot accept telephone inquiries regarding this position. Only those candidates invited to interview will receive a response.

Boylan Code LLP will reasonably accommodate individuals with disabilities throughout the employment selection process. If you believe you need an accommodation during the selection process, please contact Angela Huetten, Controller, at [ahuetten@boylancode.com](mailto:ahuetten@boylancode.com), to make a request.

Boylan Code LLP is committed to the policy of equal employment opportunity. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition or carrier status, domestic violence victim status, veteran status or status as a member of any other protected group or activity.