



**Job Title: Executive Assistant**

**Company: May Jung LLP**

**Location: Remote (Accepting applicants from CA, CO, DC, FL, MD, VA)**

**Travel requirement: Business Travel may be required up to 5%**

**ABOUT US:**

Headquartered in Washington DC with an office in vibrant Orange County, Southern California, May Jung LLP is a pioneering law firm dedicated to addressing civil rights violations, with a primary focus on cases related to police misconduct, personal injury, workers compensation and mass tort litigation. As advocates for justice, our firm is committed to making a positive impact through legal representation. Our office staff are all 100% remote and located throughout the country. However, this position will require occasional travel for cases, team meetings, vendor relations, and other firm needs.

**ABOUT THE ROLE:**

Are you a highly organized and detail-oriented professional seeking an opportunity to contribute to a dynamic legal team? May Jung LLP a leading law firm specializing in Personal Injury, Workers Compensation, and Mass Tort Litigation, is currently looking for an exceptional **Executive Assistant** to join our dedicated team.

**RESPONSIBILITIES:**

1. **Administrative Support:** Provide comprehensive administrative assistance to senior attorneys, managing schedules, appointments, and correspondence.
2. **Document Preparation:** Prepare, review, and edit legal documents, ensuring accuracy and adherence to firm standards.
3. **Case Management Assistance:** Collaborate with legal teams in managing case files, court filings, and relevant documentation.
4. **Client Communication:** Act as a liaison between attorneys and clients, ensuring effective and professional communication.
5. **Research:** Conduct legal research on relevant topics, statutes, and case law to support attorneys in case preparation.
6. **Event Coordination:** Assist in organizing and coordinating legal events, meetings, and conferences.
7. **Confidentiality Management:** Handle sensitive information and maintain the highest level of confidentiality.

**QUALIFICATIONS:**

**This might be the job for you if you have...**

- Proven experience as an executive assistant in a legal setting, preferably with exposure to Personal Injury, Workers Compensation, and Mass Tort Litigation.
- Strong organizational skills and the ability to multitask in a fast-paced environment.
- Proficient in MS Office suite and legal research tools.
- Excellent verbal and written communication skills.

- Detail-oriented with exceptional problem-solving abilities
- Proficiency in and comfortable with working remotely.

**HOW TO APPLY:**

Interested candidates should submit a resume and cover letter to [jobs@mayjung.com](mailto:jobs@mayjung.com) . Please include "Executive Assistant Application" in the subject line. This position is open until filled.

**ABOUT WORKING AT MAY JUNG LLP:**

The culture at May Jung, LLP is defined by a dynamic and esteemed environment where an unwavering commitment to delivering exceptional legal services prevails. With a strong emphasis on client advocacy and a passionate pursuit of justice, our team is wholeheartedly dedicated to achieving positive outcomes for our clients.

As a socially conscious firm, we go beyond traditional legal practices, using the power of the law to instigate meaningful changes in the lives of our clients. Our primary focus on civil rights violations, particularly those related to police misconduct, personal injury cases, workers compensation and mass tort litigation, underscores our dedication to social justice.

Operating as trauma lawyers, we recognize the profound impact serious injuries have on our clients and their families. Our firm is characterized by a dedicated team of lawyers committed to providing top-notch legal representation. We actively contribute to creating a safer and more equitable world by passionately advocating for our clients in the courtroom and working towards systemic policy changes.

May Jung LLP embraces the opportunity for growth and feels grateful for the chance to contribute to the ongoing pursuit of justice. The organizational culture is one that fosters dedication, social consciousness, and a collective commitment to making a positive impact through legal advocacy.

**BENEFITS****Flexible Work Environment**

May Jung LLP offers remote work remote Work flexibility. Additionally, the Firm will provide employees with a \$100/month stipend towards employees' internet and phone costs. The stipend will be paid on the first pay period of the month.

**Health Care**

May Jung LLP offers comprehensive and robust health care coverage to all eligible employees with 100% employer paid benefits for most plans.

**Auto-Enrolled 401k**

May Jung LLP employees are auto enrolled in the company's retirement plan beginning the month after their start date. You will contribute 3% of your base salary to your retirement account.

**Paid Federal Holidays**

May Jung LLP provides 14 paid holidays per year. This includes all Federal holidays the Friday after Thanksgiving, Christmas Eve, and New Year's Eve.

**Paid Sick Leave**

May Jung LLP cares about the health and wellbeing of our staff. Employees accrue up to 2 sick days per calendar year (California Residents).

**Paid Vacation**

May Jung LLP offers paid vacation to all eligible employees. Employees are eligible to accrue up to 2 weeks during their first year of employment and 3 weeks of paid vacation starting with the second year of employment.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) EMPLOYER**

May Jung, LLP is proud to be a woman and person of color-owned law firm committed to fostering an inclusive and diverse workplace. We embrace the strength that comes from the unique perspectives and backgrounds of our team members. Employment decisions at May Jung, LLP are based on merit, qualifications, and business needs, and we are dedicated to providing equal opportunities for all individuals.

We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, veteran status, disability, or any other status protected by applicable laws or regulations. May Jung, LLP is devoted to creating a workplace that values and respects the differences in our employees, promoting an environment where everyone can thrive and contribute to our collective success.

If you require assistance or accommodation in the application process, please contact [jobs@mayjung.com](mailto:jobs@mayjung.com). May Jung, LLP is dedicated to complying with all applicable federal, state, and local laws concerning equal employment opportunity and fair employment practices.