



Skates Uhrik Vasquez Law in The Villages, Florida is seeking a part-time Administrative Assistant. The position will be 20 hours per week during regular business hours (M-F 8:30 AM-5:00 PM).

The position is eligible for family enrollment at The Villages Charter School.

Responsibilities are to answer a multi-line telephone system; schedule client appointments; copy, print, and organize files and legal documents for consultations and signings; and prepare basic correspondence. The position interacts with accountants, financial advisors, realtors, attorneys, paralegals, and other professionals in the legal and financial community, as well as clients receiving business law, estate planning, and trust/probate administration services. Must possess strong communication skills (written & verbal), strong interpersonal skills, strong administrative and computer skills, as well as strong business etiquette. Legal experience is a plus. Must be able to handle high call volume and high-profile clients.

Resumes can be sent via email to [admin@suvlaw.com](mailto:admin@suvlaw.com). Seeking person(s) to start as soon as possible. Dress is business casual. The office is growing, and there is plenty of room for upward mobility. Benefits to be discussed during the interview process.

**Administrative Duties:**

- Scheduling
- Answering and routing phone calls
- File preparation/organization
- Preparing basic correspondence

**This Job Is Ideal for Someone Who Is:**

- Dependable – more reliable than spontaneous
- Detail-oriented – would rather focus on the details of work than the bigger picture
- Autonomous/Independent – enjoys working with little direction
- Personable – offers support and is a good team player

Pay: \$18.00 - \$22.00 per hour

Job Type: Part-time (Expected hours: 20 per week)

**Schedule:**

- M-F 8:30 AM-5:00 PM

**Experience:**

- Customer service: 3+ years (Required)
- Administrative: 3+ years (Required)

Work Location: In person