



About us

We are professional, bold, supportive and our goal is to serve Northwest Iowa seniors and their families during the difficult transitions that happen at the end of life. We are an award-winning, service-focused law firm with a growth mindset. We are looking to add a full-time Executive Assistant to our team.

The position will be located at our office in Orange City, IA. We offer a casual, low-key environment in a new office space that is comfortable and contemporary, work/life balance, flexible schedule, small firm environment, and growth potential. Come and work somewhere with a purpose.

Position Overview

This is a full-time role in our law firm, working directly with and in direct support of our Attorney, Ethan Huizenga. For this role, you'll need to live in or near Orange City, Iowa and be willing to work in our space in downtown Orange City 3-5 days per week, and have the ability to work from home 1-2 days per week. Typical hours for this role are 8:30 am-5:30 pm, Monday-Friday; on occasion there is a need to work additional hours on evenings during events throughout the year.

The mission of the Executive Assistant is to stay five steps ahead of their leader, tracking all of the administrative details, and clearing the path for him to make his greatest possible contribution to our business. The Executive Assistant will be a key asset to the Attorney by anticipating needs at an exceptionally high level, allowing him to develop vision and strategy for all aspects of law at Huizenga Law Firm so that we can not only reach our revenue and profitability goals, but help families each and every day.

The ideal Executive Assistant candidate values responsiveness and reliability and exhibits these qualities themselves. They derive joy and energy from inspiring others to grow and improve, and they are quick to answer a call to action. They are highly organized and enjoying helping others achieve their goals.

Responsibilities

The Executive Assistant will have the following primary responsibilities:

- Meeting management including preparing agendas, taking notes during meetings, distributing action items
- Communicating on the Attorney's behalf both internally and externally
- Email management on behalf of the Attorney and within the accounting inbox using the
- Running errands and attending in person meetings multiple times per week
- Complex calendar management and scheduling (both personally and professionally) on behalf of the Attorney

- Varying personal and professional administrative tasks including, but not limited to, research projects, coordinating travel, and ordering gifts/flowers, etc.
- Light project management

Our ideal candidate has mastered these skills:

Quality Communication: The EA must be an excellent communicator, in both written and oral form. This includes proficiency in spelling, grammar, and punctuation. This also includes being able to take a large amount of information and summarize it quickly both in writing and orally on a regular basis. You must also be able to track communication (and be very responsive) across multiple channels without losing any details. Those channels could include in-person meetings, virtual video calls, Slack messages, text messages and/or emails.

High Level of Discretion: Since our EA will regularly work with confidential information, discretion and sensitivity regarding financial information is a must.

Team Player: In addition to working directly with the Attorney, the EA will also work with members of the team. They'll need to be able to collaborate and communicate well with these team members, maintaining a can-do spirit and not complaining, making excuses, or gossiping.

Anticipating Needs: As a part of our commitment to enabling our Attorney to serve our company and customers at the top of his game, our EA will strive to anticipate needs and eliminate friction at work and home whenever possible. This means you know how to stay five steps ahead of your leader, clearing the path for him to make his greatest contribution.

Affinity for Technology: Our executive assistant will be a technologically savvy computer user and will not be intimidated by learning new technology. Proficiency in the following tech platforms is ideal: Zoom, Google Suite, Microsoft Office, and Slack.

Qualifications:

Education: At least 2 years of post-secondary education required

Experience: 2-5 years supporting managers or executives preferred

Physical: Ability to bend, reach, and lift boxes. Also be able to sit at a desk for a few hours at a time.

If this sounds like you, we want to hear from you!

Law office experience is not required. We believe in promoting job growth, so tasks may expand as one's desire and abilities justify. **Compensations depends upon experience/potential.**

No emails sent directly to the firm, phone calls, or walk-in applications will be accepted. Only candidates being considered for this position will be contacted.

Hours for this job will be Monday-Friday, 8:30-5:30.

To apply, submit your information here: <https://www.huizengalaw.com/recruiting/>

Applications submitted through our Indeed listing or by any other means will not be considered.