



Gundzik | Gundzik | Heeger LLP
Attorneys at Law

LEGAL ASSISTANT – CORPORATE/TRANSACTIONAL

Gundzik Gundzik Heeger LLP (“GGH”) seeks a legal assistant for its transactional law practice in Los Angeles, California. Supporting a team of four attorneys, you will work proactively with clients across all matters including corporate, securities, contract, and intellectual property law. You will also support internal law firm administration. Our clients consist of startups, investment funds, cooperatives, nonprofits, and entrepreneurs in Los Angeles and nationally.

Job Responsibilities

This position works under moderate supervision and exercises a high level of discretion and independent judgment. The position handles multiple projects, often in a fast-paced environment, requiring prioritization and flexibility. Collaboration with firm personnel at all levels is integral to the role. There is tremendous opportunity for leadership and professional development at this growing firm. Examples of job responsibilities include:

- Office Management
 - Oversee day-to-day office operations
 - Support marketing efforts, including maintaining the firm’s website and assisting with outreach initiatives
 - Prepare and submit proposals, including drafting RFP responses
 - Plan and coordinate internal and external programming, such as trainings and networking events
 - Provide support for document automation projects and workflow improvements, including updating forms and templates
 - Assist with hiring processes
- Direct Client Support
 - Handle client onboarding, managing service agreements, initial communications, conflicts checks, and ensuring a seamless process
 - Prepare and file forms with federal and state agencies
 - Support attorneys on complex transactions such as corporate mergers and acquisitions
 - Assist with drafting, formatting, and finalizing agreements, exhibits, and signature pages

Qualifications

- Bachelor's degree or some college preferred
- 2+ years of law firm experience preferred
- Highly proficient in the use of Adobe Acrobat, Microsoft Word, Outlook, and Excel; Proficient in the use of PowerPoint, Teams, and SharePoint
- Excellent organizational skills and attention to detail
- Strong project management skills with the ability to independently oversee tasks, ensuring timely completion and adherence to project deadlines
- Excellent spelling, grammar, and punctuation skills
- Excited to practice at a firm that embraces cooperative principles



Compensation and Benefits

- Hourly pay is \$23-28/hour
- Three to five days per week, based on mutual availability
- Bonus-eligible based on firm and employee performance
- Free access to high-end gym facilities within our building
- 401(k) availability and firm contributions
- Annual charitable giving match

Location

Our office is located in Los Angeles, California. We have a hybrid work environment. We have a preference for the legal assistant to work in office, at least in part, but are open to remote.

About GGH

We are committed to providing services in a manner consistent with our clients' values, and our own core principles:

- Serving the community, by not just helping our clients but by also being conscious of the context and communities that they come from and seek to serve.
- Meeting our clients where they are—physically, strategically, and creatively.
- Positioning our firm, our services, and each of us, as broader community resources.
- Building sustainable relationships with trust, openness, mutual respect, and accountability.

GGH is an Equal Opportunity Employer committed to building a more inclusive legal profession. Candidates who are members of underrepresented groups or are first generation professionals are strongly encouraged to apply.

How to Apply

Email your resume and cover letter to info@gghllp.com with the subject line "Legal Assistant Application." In your cover letter, please highlight for us which of our core principles above most resonate with you and how it aligns with your approach to supporting legal work.