

Case Team Assistant Position Summary

This position will provide administrative and research support for the case team while representing TIME Consulting to all internal and external contacts in a manner consistent with TIME Consulting's value proposition.

Job Responsibilities

- Provide **administrative and research support** for the case team at a consistent and exceptional level including, but not limited to, data research, interview and survey, desk research, typing letters, slide decks, memos, telephone support, calendar functions, travel coordination, copying, faxing, filing, etc.
- **Organizational support and serve as a vital communication link** amongst case team members
- **Develop working relationships with clients and client assistants** to facilitate the information flow and scheduling process
- **Maintain quality control by proofing work** for errors, consistency, and format in accordance with TIME Consulting established guidelines
- **Respond** to case team, committee, and practice area information requests
- **Attend case team meetings**, as required
- **Maintain a centralized electronic filing system** for case-related materials and **archive hard copies of** presentations in accordance with the client contract.
- **Copy, collate, bind, and distribute case-related materials**, as required (with the support of BO team)
- **Maintain highest levels of internal and external confidentiality**
- Perform other duties as assigned or required