



WILLIAM H. SADLIER, INC JOB DESCRIPTION

Position: Administrative/Legal Assistant

Department: Executive

Reports To: Senior Vice President (SVP), General Counsel

Supports: Senior Vice President (SVP), General Counsel
Senior Vice President (SVP), Global Sales
Senior Vice President (SVP), Chief Operating and Financial Officer

Summary

Sadlier is seeking an Administrative/Legal Assistant to support three SVPs who serve on the Company's Executive Committee. The ideal candidate would be an enthusiastic, detail-oriented individual with exceptional organizational skills, excellent communication skills, the ability to operate independently and establish and enforce prioritization and possess a strong work ethic.

Core Responsibilities

- Schedules and manages the SVPs' calendars, communications, and travel with high degree of prioritization and sensitivity
- Schedules, prepares, manages, and supports meetings, conferences, agendas, and reminders required by the SVPs
- Gathers and creates presentations, media, agendas, and other materials
- Handles confidential information appropriately and discreetly
- Handles general office duties and support for others on the SVPs' respective staffs on an as-needed basis and as assigned
- Manages all copyright applications for the company's published materials (printed, audio, video)
- Maintains records of all company copyright certificates and pending applications
- Assists with investigations of facts and law to assess potential causes of action and to prepare documentation accordingly
- Assists General Counsel in managing, investigating, researching, and responding to, as appropriate, legal matters including copyright reprint

Company is an Equal Opportunity/Affirmative Action Employer.



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requests; claims of intellectual property infringement and disputes, and maintenance of legal resources

- Prepares documents and contracts and maintains document file
- Revises licensing and consulting agreements and forms for independent contractors, authors and consultants, on an annual basis or as needed
- Conducts document searches and factual research
- Files correspondence and legal documents in department filing system
- Assists with preparations for annual meeting of shareholders and all meetings of the board of Directors and its committees
- Assists with Sales Reporting and updating Sales Data in Salesforce
- Processes expenses, invoices, commissions and check requests for SVPs and Sales team
- Manages requests for company equipment (car, computer, etc.)
- Researches and creates spreadsheets determining potential new business
- Performs other job-related duties as assigned

Education, Experience, Skills Required

- Bachelor's degree
- 2+ years of administrative experience supporting senior level executives
- Strong knowledge of MS Office, including Excel, Word and PowerPoint
- Excellent disposition, mindset, and work ethic
- Excellent communication skills, both verbal and written
- Superior organizational and time management skills
- Ability to handle sensitive information discreetly
- Proactive, detail-oriented, and self-motivated, with the ability to quickly evaluate problematic situations and provide workable solutions
- Ability to prioritize tasks from multiple stakeholders
- Must be able to effectively communicate with internal and external teams