

Title: Executive Assistant to the Managing Attorney / CEO

Client: Los Angeles Legal Solutions

Reports To:

- Managing Attorney / CEO, [F. Jay Rahimi](#) (85%)
- Wife + Associate Attorney with a different company, [Allie Rahimi](#) (15%)

On-Site Location(s):

- Business Office: Encino, California
- Home Office: Sherman Oaks, California

Salary Range/Compensation: DOE

About the Firm

Los Angeles Legal Solution is dedicated to serving the Southern California community with integrity, care, and high-quality legal representation. The firm provides personalized service to every client, ensuring thoughtful legal strategies and an exceptional client experience. Our work is grounded in respect, responsiveness, and a commitment to achieving the best possible outcomes.

Position Overview

We are seeking a highly skilled Executive Assistant to provide comprehensive administrative, operational, and limited personal support to the Managing Attorney/CEO and his spouse, who is also an attorney. This role is ideal for a professional who thrives in a fast-paced, deadline-driven environment and demonstrates initiative, adaptability, and sound judgment.

The Executive Assistant will serve as a trusted partner, anticipating needs, managing competing priorities, streamlining workflows, and ensuring both professional and personal responsibilities run seamlessly.

Attractive Factors

- Casual yet professional office environment
- Down to earth, kind, self-made Managing Attorney / CEO
- Mileage reimbursement
- 15 employees in office on varying days
- Flexible on-site in business office + home office + remote days

Key Responsibilities

Executive & Legal Administrative Support

- Manage complex professional calendars, coordinating meetings, court-related obligations, and deadlines with precision.

- Arrange logistics for internal and external meetings, including conference rooms, videoconferencing, and client accommodations.
- Compose, edit, and proofread correspondence, presentations, and legal-related documents.
- Transcribe handwritten notes and dictation; manage high-volume document and email retrieval.
- Facilitate meetings via Zoom and Microsoft Teams and provide technical assistance when needed.
- Develop familiarity with legal matters, clients, courts, and agencies to ensure proactive support.
- Maintain strict confidentiality while handling sensitive legal and business information.
- Keep leadership informed of upcoming commitments and ensure timely follow-up on action items.

Client & Professional Relations

- Deliver exceptional service to clients, colleagues, and external partners with a proactive, solutions-oriented approach.
- Communicate professionally with courts, agencies, opposing counsel, and professional organizations.
- Represent the office with discretion, professionalism, and responsiveness.

Operations & Travel Coordination

- Coordinate domestic and international travel, including flights, hotels, and transportation.
- Monitor itineraries to ensure smooth arrivals, departures, and schedule transitions.
- Suggest and implement process improvements to enhance efficiency and workflow.

Personal Executive Support (CEO & Spouse)

- Maintain personal calendars and align them with professional obligations.
- Schedule medical, household, and personal appointments while avoiding conflicts.
- Provide discreet, high-level support that enables leadership to remain focused on legal practice and firm growth.
- Provide thoughtful support to the spouse in managing household logistics, scheduling, and coordination of vendors, services, and appointments.
- Serve as a discreet liaison for personal matters, helping to organize priorities, streamline responsibilities, and reduce administrative burden for the CEO and his wife.

Qualifications & Skills

- Exceptional verbal and written communication skills with strong attention to detail.
- Must have a reliable vehicle.
- Highly organized with the ability to prioritize multiple responsibilities under tight deadlines.

- Proven ability to function effectively in a fast-paced professional environment.
- Strong problem-solving and decision-making capabilities with a proactive mindset.
- Demonstrate initiative, adaptability, and resilience when managing shifting priorities.
- Maintains professionalism in demeanor, appearance, and interactions at all times.
- Ability to handle confidential matters with discretion and sound judgment.
- Advanced proficiency in Microsoft Office, document management, and virtual meeting platforms.
- Client-service mindset with a “can-do” attitude and commitment to excellence.

Interview Process

- 1st video with Jay (Managing Attorney/CEO)
- 2nd in person with Jay (Managing Attorney/CEO)
- 3rd in person with Allie (wife)

APPLY HERE

For immediate and confidential consideration, interested candidates may contact Meg Minder at mminder@berkeleysearch.com