

JOB POSTING

Job Title: **Legal Assistant**

Department: **Corporate Legal**

Summary

Provides administrative support for the General Counsel and Deputy General Counsel.

Primary Responsibilities and Essential Functions

- Organize and maintain electronic and paper files including official Board of Directors files, minutes, committee minutes, corporate and subsidiary records, other department records
- Prepare, proofread and maintain records of governmental and NYSE filings
- Draft and proofread correspondence, memoranda, and basic legal documents
- Assist with gathering of information and preparation of annual report and proxy
- Conduct factual and legal research
- Assist with organization and coordination of the Company's Annual Stockholders Meeting, Shareholders Day, and other meetings
- Regularly check and update information on the Company's internet and intranet sites
- Manage subscriptions to legal publications
- Administrative functions such as processing legal invoices, expense reports
- Maintain litigation log
- Maintain records relating to Company's trademark portfolio
- Coordinate cross functional information gathering and sharing
- Handle telephone communications and process mail

Essential Skills, Abilities, and Attributes

- Must have excellent organizational skills and be detail-oriented
- Strong communications skills, both written and oral
- High level of proficiency with Microsoft Office XP Suite, especially Word, PowerPoint, and Excel
- Ability to do research on Lexis-Nexis and the internet
- Strong proofreading, grammar and spelling skills
- Ability to establish priorities and manage multiple assignments
- Interest or prior experience in the legal field
- Professional, helpful and appropriate manner (with senior management, business partners and the public)
- Ability to handle sensitive and confidential data in a trustworthy manner

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, functions, and tasks required of an individual assigned to this job.



Reports to: Deputy General Counsel

Remote until September; 3 days/week in-office/2 remote

The Company

Headquartered in Arlington, Va., Graham Holdings Company is a diversified education and media company whose operations include educational services; television broadcasting; online, print and local TV news; home health and hospice care; manufacturing, digital marketing, restaurants and other emerging operations. Graham Holdings Company delivers quality products and services to today's students, viewers, customers, patients and advertisers. What unites our Company is a commitment to excellence across all of our businesses lines.

Our People and Culture

We strive to create and maintain an inclusive workforce of talented people reflecting global diversity where all forms of individuality are valued, appreciated and celebrated. This is a core tenet of our Company. While not perfect, we won't stop trying.

Graham Holdings - Diverse Companies - Diverse People - Shared Values

Benefits

A comprehensive benefits package includes three medical plans, two dental plans, vision, pension, 401(k), PTO, flexible schedule/remote work, life insurance, AD&D, short and long-term disability, healthcare spending account, dependent care spending account, health savings account, legal plan, tuition reimbursement, employee discounts & deals and more.

Send resume, cover letter and salary requirements to: careers@ghco.com

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or protected veteran status, or any other legally protected basis, in accordance with applicable law.