

## **Executive Assistant to Law Firm Owner (Houston, TX)**

**Location:** Hybrid (Houston, TX area)

**Pay Range:** \$22 – \$33 per hour (depending on experience) plus performance bonuses

**Job Type:** Part-time or Full-time

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### **About Us**

The Bain Firm, PLLC is a boutique business law firm in Houston, TX. We focus on Business Transactions, Mergers and Acquisitions, Contracts, Corporate Finance, and Business Formations. Our clients are entrepreneurs, executives, and business owners who value efficiency, clarity, and top-tier service. We are growing and looking for a proactive Executive Assistant to work directly with the firm owner to keep operations running smoothly and clients well-served.

### **Why This Role is Exciting**

This is an opportunity to be more than “just” an assistant. You will be a valued contributor to team success, helping implement business and marketing plans, coordinate client onboarding, and manage daily priorities. You will work in a supportive, professional environment with flexibility in how and where you work, while contributing directly to the success of our clients and the growth of the firm.

### **What you will do to help the team succeed:**

- Schedule and confirm calls and meetings with clients and prospects
- Prepare and send engagement letters
- Manage the client onboarding process
- Organize and maintain client files
- Manage the firm owner’s calendar and email inbox
- Follow up on leads from marketing and networking activities
- Research and help coordinate networking opportunities
- Coordinate with and accounting and marketing vendors
- Assist in executing the firm’s communications and marketing strategies and client appreciation program

**You might be a great fit if you:**

- Anticipate what needs to happen next and take action before being asked
- Communicate clearly and professionally
- Take ownership of your work and follow through without constant supervision
- Stay organized and calm when juggling multiple priorities and deadlines
- Handle confidential and sensitive information with discretion
- Enjoy being the person who keeps everything running behind the scenes
- Prefer a low-ego, high-competence environment

**What we're looking for:**

- Three or more years of administrative or executive assistant experience (legal or professional services preferred)
- Strong organizational and communication skills
- Proficiency with Microsoft Office, Google Workspace, and Zoom
- Ability to work independently and manage multiple priorities
- Discretion and professionalism in handling confidential information

**What we can offer the right person:**

- Flexible schedule during standard business hours
- Hybrid work arrangement
- Paid holidays and PTO (prorated for part-time employees)
- Monthly technology stipend for remote work
- Ongoing training and professional development
- Performance bonuses
- Opportunities for career growth within the firm

**Interested?**

Please prepare a cover letter with no more than two paragraphs and a closing sentence. In the first paragraph, explain what you believe are the three most important qualities needed to succeed as an Executive Assistant to a law firm owner, and why you believe they are the most important qualities. In the second paragraph, explain why you applied to this particular post. As a closing sentence please write, "I have read the instructions contained in the job description and have followed the instructions."

Email your resume and cover letter in PDF format to [careers@thebainfirm.com](mailto:careers@thebainfirm.com). The subject line of the email should be "TBFCareers" followed by your last name all caps, followed by the position you are applying in lower case, followed by one word that you would use to describe yourself in all caps. (For example: TBFCareers SMITH Executive Assistant AWESOME) We look forward to reviewing your application.