



## **LEGAL EMPLOYMENT OPPORTUNITY**

**Employer:** Baldy Martinez, P.A.

**Address:** 1999 SW 27 Avenue, 1<sup>st</sup> Floor, Miami, Florida 33145

**Phone:** (305) 454-5804

**Position Title: Paralegal / Legal Assistant**

**Employment Type:** Full-Time

**Practice Areas:** Condominium Law • Real Estate Law • Litigation

### **Position Overview**

We are a growing Florida real estate and condominium law firm seeking a motivated and detail-oriented **Paralegal / Legal Assistant**. The ideal candidate will provide legal and administrative support to ensure smooth daily operations and high-quality client service.

### **Qualifications & Skills**

- Fluent in **English and Spanish**
- Excellent phone communication and customer service skills
- Strong **writing ability** and **computer proficiency** (Word, Excel, etc.)
- Ability to manage calendars, organize files, and handle incoming calls and voicemails
- Highly organized, punctual, detail-oriented, and able to multi-task
- General office and secretarial skills

### **Job Responsibilities**

- Draft pleadings, motions and correspondences
- Prepare and organize discovery responses
- Manage documentary evidence and exhibits
- Maintain physical and digital client files
- Perform calendaring, filing, and other administrative support functions

### **Compensation**

Based on experience and qualifications.

### **How to Apply**

Please send your resume via email to [resume@baldylaw.com](mailto:resume@baldylaw.com)

**Firm Contact:** Baldy Martinez Esq.