



BALDY MARTINEZ P.A.
ATTORNEY AT LAW

LEGAL EMPLOYMENT OPPORTUNITY

Employer: Baldy Martinez, P.A.

Address: 1999 SW 27 Avenue, 1st 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

Firm Contact: Baldy Martinez Esq.