



Job Description

We are seeking a detail-oriented and proactive Legal Assistant to support attorneys working on civil litigation cases. Key responsibilities include docketing, organizing and maintaining case files, auditing case materials, and serving as a point of contact for clients, opposing counsel, and judicial staff.

Benefits

Health insurance. Paid time off (PTO).

Compensation

Compensation is competitive and commensurate with experience and skills.

Hours and Location


Full-time (40 hours a week), with overtime as requested | 3059 Grand Ave., Suite 330, Miami, FL 33133


Preferred Qualifications

- 3+ years of experience working in the legal field.
 - Bilingual.
 - Familiarity with state and federal filing procedures, deadlines, and e-filing platforms.
 - Strong organizational and time-management skills with the ability to prioritize multiple deadlines.
-

Contact

Brenda Calderin

 786-445-5872

 bc@foodmanfirm.com

3059 Grand Avenue, Suite 330, Miami, Florida 33133 | (305) 201-3663 |
1601 NE 25 Avenue, Suite 205, Ocala, Florida 34470 | df@foodmanfirm.com