



Job Description

Job Title: Personal Injury Paralegal

Reports To: Managing Partner

Location: In-Person, 1501 Biscayne Blvd., Ste. 501, Miami, FL 33132

Employment Type: Full-Time (35–40 hours/week), Exempt

At The G Law Group, we are dedicated advocates for injury victims and those harmed by negligence or wrongdoing. We fight for the best possible results — not just acceptable ones.

Based in the heart of Miami, we serve clients throughout Florida and nationwide. Our firm is built on a simple principle: we treat our clients like family. That same commitment extends to our team. We value accountability, teamwork, and a shared drive to deliver exceptional results.

If you're a motivated professional who takes pride in meaningful work and high standards, you'll fit right in.

Position Summary

The Experienced Personal Injury Paralegal provides expert-level support across the full litigation spectrum for a busy Miami boutique firm. Handling 30+ active matters, the successful candidate will operate with significant independence to manage discovery, calendaring, and client communications. This role requires a deadline-driven professional with exceptional organizational skills and the ability to refine administrative workflows in a fast-paced, in-person environment.

Job Duties

Pre-Litigation

- Request and track police reports, medical records, billing records, insurance information.
- Prepare and assemble demand packages and closing statements, and negotiate medical liens with providers.
- Maintain communication with medical providers and insurance carriers.
- Draft client correspondence and status updates.

Litigation Support

- Draft, proofread, and e-file pleadings, discovery requests/responses, notices, subpoenas.
- Schedule and calendar hearings, depositions, mediations, IMEs/CMEs, and statutory deadlines.
- Organize exhibits, evidence, briefs, and appendices.
- Maintain pleadings and discovery files.

Case Management & Operations

- Implement workflow improvements and administrative efficiencies.
- Maintain case management software accuracy.
- Ensure compliance with Florida Rules of Civil Procedure.
- Conduct legal research on statutes and case law.

Required Knowledge, Skills, Abilities, and Other Characteristics (KSAOCs)

Knowledge: Deep understanding of Florida Rules of Civil Procedure and Personal Injury law (Negligent Security, Premises Liability).

Skills: Proficiency in legal software (MyCase) and MS Office; advanced legal research (Westlaw/Lexis).

Abilities: Ability to multitask under high-pressure deadlines; exceptional written communication.

Other: Bilingual (English/Spanish) highly preferred; high emotional intelligence for client interaction.

Required Education and Experience

- Associate's degree in Paralegal Studies, Paralegal Certificate, or Bachelor's Degree.
- Minimum 2–5 years of experience in Personal Injury, Premises Liability, Negligent Security, or other injury related practice areas.
- Proficiency in case management software and Microsoft Office.
- Proven capacity to balance multiple competing deadlines, exercise sound judgment in prioritization, and maintain productivity and professionalism in a fast-paced environment with limited oversight.

Preferred Qualifications

- Master's degree in a relevant field.
- Bilingual (English/Spanish) strongly preferred.
- Familiarity with South Florida communities.

Benefits Package

- Paid time off (80 hours accrued PTO, 40 hours sick leave, 7 paid holidays)
- Medical Insurance, Disability, Dental, Vision, Life Insurance, Long-Term Disability
- Salary Range: \$50,000 - \$60,000 per year
- Performance-based bonuses

Equal Employment Opportunity (EEO) Statement:

The G Law Group is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

Americans with Disabilities Act (ADA) Statement:

The G Laws Group is committed to providing reasonable accommodations to individuals with disabilities during the application and interview process. If you require an accommodation, please contact info@thelawgroup.com to discuss your needs. We encourage all qualified individuals to apply.