

February 2026

AXS LAW has an opening for a full-time junior paralegal to join our litigation law firm in Wynwood Miami. The Paralegal position involves exercising strong technical competence and organizational skills.

JOB TYPE: FULL-TIME IN PERSON (WILL CONSIDER REMOTE)

QUALIFICATIONS:

- Must have a bachelor's degree, a Paralegal certificate is a plus
- No previous experience is required

SKILLS:

- Impeccable written and verbal communication skills
- Excellent organizational skills and attention to detail
- Proactive personality
- Proficient in Word, Excel, Powerpoint, and Outlook.
- Proficient or ability to learn quickly Pacer, CM-ECF, the Florida E-filing Portal, Courtmap, e-filing software in various states, and ESI databases.
- Ability to support multiple attorneys, anticipate their needs, ensure that they are aware of deadlines, and get the support they need.
- Must have excellent personal skills, including experience meeting and communicating, in person or remotely, as well as orally and in writing, with clients, opposing counsel, experts and vendors.
- Accuracy of work product.
- Ability to complete tasks assigned in a timely fashion and within deadlines.
- Ability to work under pressure at times.
- Ability to proofread
- Ability to coordinate e-discovery and handle intake.
- Ability to assist attorneys with propounding and responding to discovery (interrogatories, requests for admissions, and request for production, subpoenas) and motions (preparation of any supporting documents and exhibits)
- Ability to manage documents.

- Ability to stay on top of projects without daily oversight of tasks.

Seeking applicants with friendly, capable, and professional attitude-a self-starter with a willingness to work as a team player. Must be able to work full-time Monday through Friday.

Job Type: Full-time.

Location: Considering both in person at our Miami office and remote.

Applications: E-mail us: valentina@axslawgroup.com