

## NOW HIRING

- Name of Company: Robert N. Pelier, P.A.
- Job Description: Legal assistant/junior paralegal: great entry level position with a small firm with a general law practice focused on responsiveness and provides a breadth of experience in criminal defense and civil matters. Attorney has over 35 years of experience.
- Benefits: Health insurance once probationary period of 90 days is successfully completed, paid Federal and Court Holidays, some emergency paid time off, yearly bonus.
- Pay Range: Commensurate with experience.
- Hours: 8:30 am to 5:00 p.m. Monday through Friday.
- Location: Coral Gables, Fl, Miami-Dade County
- Preferred qualifications: Reliable, excellent customer and interpersonal service skills, bilingual, good writing skills, proficiency in Microsoft word, outlook, computer literacy and experience in criminal & civil matters. Willing to provide experience and training for the right candidate.
- Contact: Robert N. Pelier, Esq. [Rpelier@pelierlaw.com](mailto:Rpelier@pelierlaw.com)