



FLORIDA LIQUOR LICENSING ASSOCIATES EST. 2020

A paralegal/legal assistant position is available with Florida Liquor Licensing Associates, a 25+ year regulatory licensing/compliance consulting business well respected in the hospitality industry. We work with a wide array of clients and/or law firms located domestically and globally that either represent, own, and/or operate hotels, restaurants, markets, food halls, etc. across Florida. This is a niche industry with a limited number of consultants, attorneys, and accountants that provide this service. It is a great opportunity for the right candidate to join a small, happy team within a collaborative and friendly environment. If you possess the skills and qualifications as identified below, we would love to hear from you!

Position Available:

Paralegal or Legal Assistant

Hours:

Full time, 8:30 am to 5:30 pm, Monday through Friday. (overtime is rare)

Work Experience:

Required 5+ years within a legal, corporate, or regulatory environment.

Qualifications/Skills:

- Experience with regulatory filings at the municipal, county, or state level preferred.
- Exceptionally organized, detail-oriented, and efficient.
- Consistently punctual and reliable.
- Adept at working effectively in a fast-paced, high activity environment, able to prioritize and manage multiple projects and meet deadlines with consistent high-quality work product.
- Ability to work effectively as part of a small, dedicated, productive and collaborative team.
- Solid verbal and written communication skills.
- Strong initiative, proactive, including the ability to work independently and engage with team members, with little supervision.
- Proficient in Microsoft Outlook, Word, and PDF software.
- Confident in their ability to quickly learn and retain new processes.
- Experience with or willingness to learn project management software.
- High degree of sensitivity regarding confidential information.
- Strong sense of ethics and integrity and have a history of sound judgment.
- **Best fit attitude for this position:**

I have exceptional skills and work well with others. What I don't know, I will quickly learn and remember. I've got this!

Location:

South Miami, Florida

Salary:

Commensurate with experience, annual starting range: \$65,000.00 to \$75,000.00, health insurance stipend.

Contact:

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