

MIAMI FAMILY LAW & LITIGATION ATTORNEYS

DEDICATED TO PROVIDING
HIGH-QUALITY LEGAL SOLUTIONS FROM
EXPERIENCED SOUTH FLORIDA
LAWYERS

Contact Us To Apply
Rebecca@Rafool.com

JOB DESCRIPTION

Rafool, PLLC is a boutique family law and litigation firm located in Downtown Miami, just a short walk from Kaseya Center. We are seeking a full-time Document Management Specialist/Receptionist. The ideal candidate is a detail-oriented and well-organized team player who will be responsible for organizing documents from clients. A strong understanding of tax and banking documentation is essential for this position. Additional duties may include organizing inbound and outbound mail, administrative work, and providing general clerical support.

The Document Management Specialist/Receptionist role at Rafool, PLLC is a great starting point for those aspiring to become a paralegal or anyone interested in building a career in the legal field. You'll gain valuable experience with legal documents, office administration, and client communication, building a strong foundation for growth within our firm.

RESPONSIBILITIES

Managing inbox activity
Maintaining the office calendar
Organizing and sorting legal and financial documents

BENEFITS

To be discussed during the interview process.

PAY RANGE

Annual Salary: \$30,000 - \$40,000

HOURS

Full-Time
Monday to Friday
8:30 AM - 5:00 PM

PREFERRED QUALIFICATIONS

Strong verbal communication skills
Excellent listening skills
Professionalism and customer focus
Strong organizational abilities
Proficiency in Microsoft Office (1 year preferred)
Ability to inform and assist others