



- Competitive salary
- 2 weeks' paid vacation annually & Paid Legal Holidays
- Health insurance
- Weekly staff meetings & quarterly office luncheons
- Annual performance reviews with salary increase potential
- Continuing education opportunities & Strong potential for career growth
- Small, pleasant office environment with a business casual vibe
- Convenient location with parking in a local garage
  
- Pay is \$80,000 - \$100,000 Annually
- Full-Time
- On-site (2600 S Douglas Road, Suite 710, Coral Gables, Florida 33134)
  
- 5+ years of experience in trust and estate planning.
- Bilingual proficiency in English and Spanish is required.
- Paralegal certification is a strong plus.
- Strong attention to detail with the ability to prepare and review legal documents with accuracy.
- Exceptional time management and organizational skills.
- Strong problem-solving skills with a proactive, resourceful approach.
- Dependability, professionalism, and the ability to take initiative.
- Proficiency in Microsoft Office applications, including Outlook, Word, and Excel.

**Please contact Samuel at “[scuervo@velizlaw.com](mailto:scuervo@velizlaw.com)”**