FULL TIME LEGAL ASSISTANT (MIAMI-LEJEUNE ROAD)

Great Opportunity to Develop and Grow

Boutique Plaintiff civil litigation firm is seeking full-time legal assistant for immediate hire. Our firm specializes in wrongful death, personal injury, insurance and commercial litigation. If you are dependable, hardworking and a team player, we are looking for you!

The ideal candidate will possess:

- Excellent organizational skills
- The ability to multi task in a fast paced environment
- A professional appearance and demeanor with good communication skills
- The ability to communicate fluently in English and Spanish

Job duties will include:

- Assisting lawyer in various Litigation and Pre-Litigation tasks
- Scheduling hearings, meetings, depositions, trials, etc.
- Meetings with clients
- Assisting clients with various aspects of their cases
- Dealing with insurance carriers, providers, etc.
- Litigation support (assisting lawyer with pleadings, motion, discovery, etc.)

Perks!
- Your Birthday off!
- Paid Parking
- Discretionary Annual Bonus based on company and employee performance

TO APPLY:
- Submit resume with relevant experience and language skills.
- Provide availability, salary history, and salary requirements.
- No cover letter necessary, but if you would like to provide a writing sample it will be fully considered.