

FULL TIME LEGAL ASSISTANT (MIAMI-LEJEUNE ROAD)

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!

We are looking for:

- 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 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

Great Opportunity to Develop and Grow

- Start date: ASAP
- Legal/Admin experience: 1 year of Admin ok with good attitude, Word and Outlook experience
- Schedule: in office, F/T Mon-Friday, 9-6pm with 1 hour for lunch - some flexibility around the hours
- Salary: \$35k-\$42k

➤ TO APPLY: Email resume to remudo@gmail.com with your availability