



- Position: Paralegal for small legal firm in Miami Dade County.
- Full-time in-office position (Monday - Friday 9:00 a.m. - 5:00 p.m.)
- English and Spanish speaker
- Good organizational skills
- Extensive knowledge in WORD and EXCEL, typing skills, a must.
- Professional and polite (patience is important) demeanor with clients.
- Drafting of simple motions, Notice of Hearings, scheduling hearings and coordinating the dates with the Court and opposing counsel.

Please have all candidates email their resume to:

**Madeline@AcostaDiazLaw.com**; and

**Christina@AcostaDiazLaw.com**