



123 Almeria Avenue | Coral Gables, Florida 33134

Boyers firm is currently searching for a legal assistant/paralegal to join to our team.

Requirements:

- At least 3 years of litigation experience (preferably plaintiff's personal injury/medical work)
- E-filing and court calendaring experience
- Experience responding to discovery
- Detail-oriented, well organized
- Excellent verbal and written communication skills
- Verbal fluency in Spanish
- Proficiency in Microsoft Word and Microsoft Outlook

Additional details about the position:

- Our firm is fully in-person in Coral Gables, FL
- This is a full-time position, 40 hours/week, Monday-Friday
- Pay: \$55,000.00 - \$85,000.00 per year, commensurate with experience

Benefits include:

- 401(k)
- Health insurance
- Paid time off
- Discretionary performance-based bonuses

Please send all resumes to matt@boyerslaw.com or rachel@boyerslaw.com.