

The Abrams Law Firm, P.A. is a local government and land use law firm with its office in downtown Fort Lauderdale, Florida. The firm is looking for a qualified paralegal for its boutique litigation practice.

Role Description

This is a full-time on-site role located in Fort Lauderdale, FL. The Paralegal/Office Manager will be responsible for providing administrative and legal support to attorneys in the firm, managing legal calendars, drafting legal documents, conducting legal research, managing client files, and overseeing day-to-day office operations. We are open to a hybrid remote work schedule to accommodate highly qualified candidates.

Qualifications

- Bachelor's degree or associate's degree in Paralegal Studies or a related field.
- Experience as a Paralegal with a strong understanding of legal procedures and documentation.
- Excellent communication skills with clients, attorneys and staff.
- Understanding of legal terminology, court rules, and procedures.
- Excellent multitasking, organization, and time management skills.
- Strong attention to detail and ability to follow instructions.
- Superb computer skills including proficiency in Microsoft Office, Adobe Acrobat, and Legal software.
- Familiarity with legal research databases, such as Westlaw and LexisNexis is a plus.

Compensation

Competitive salary and benefits offered and negotiable based upon qualifications.

Applying

Please send cover letter, resume and writing sample to admin@abrams-law.com.