

Job Description:

- Preparation and filing of legal documents and service of documents;
- Preparation and transmission of legal correspondence;
- Coordination, scheduling and rescheduling of hearings, depositions, IME's with opposing counsel;
- Scheduling, calendaring and maintenance of all deadlines including court filings, court hearings, mediations, depositions;
- Prepare attorneys for depositions, inspections, hearings, mediations and trial;
- Must have the ability to summarize medical records and be familiar with medical terminology;
- Strong organizational skills and detail oriented;
- Proficient in Word, Outlook, and File Management Program (iManage)
- Prior Insurance Defense experience preferred

Benefits:

- Medical Insurance
- Dental insurance
- Vision
- Life Insurance (paid by firm)
- Short term disability (paid by firm)
- Long term disability (paid by firm)
- 401K - firm contributes 3% of your salary per pay period. Employees are eligible to participate on the first of the new month following their 90-day mark.

Pay Range: \$50,000 – depending on experience

Hours: 8:30 – 5:00 (on-site)

Location: 9155 South Dadeland Blvd., Suite 1012, Miami, FL 33156

Contact: Alina Quintero
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