



Sutton Pomares Law Group, P.A.

Attorneys at Law

7721 S.W. 62nd Avenue, First Floor

South Miami, FL 33143

www.SuttonLawGroup.com

John R. Sutton

Board Certified Civil Trial Lawyer

Melissa K. Pomares

Partner

Telephone (305) 667-4481

Facsimile (305) 666-2118

info@suttonlawgroup.com

October 8, 2024

FULL TIME ON-SITE PARALEGAL/ADMINISTRATIVE ASSISTANT POSITION IN SOUTH MIAMI

Job description: Seeking an on-site full-time paralegal/administrative assistant for a small law firm located in South Miami

Benefits: Competitive pay, paid vacation, and performance-based bonuses

Pay range: Starting at \$25.00/hour

Hours: 9:00am – 5:00pm

Location: 7721 SW 62 Ave., first floor, South Miami, FL 33143 (near South Miami Hospital)

Preferred Qualifications:

- Prior legal experience is a plus but not required - will train on the job
- Must be organized and computer proficient
- Bilingual (English/Spanish) is a plus

Contact: Melissa K. Pomares, Esq. via email m.pomares@suttonlawgroup.com