

## **Legal Office Assistant:**

Fast growing personal injury law firm has an opportunity for a full-time legal office assistant. The opportunity is ideal for a go-getter with a strong work ethic and time management skills. The office assistant's job is to provide full administrative support and personal assistance to a team of professionals consisting of paralegals and attorneys. The appropriate individual should be able to drive all projects from conception to completion, manage multiple calendars, and provide excellent customer service to all clients. Examples of the duties this individual will be responsible for are preparing files for attorneys, answering general questions to potential clients, informing about company products and services, data entry, and other assigned duties. You should be able to work proactively and reactively as an extension of the company while bringing a results-oriented approach with streamlined execution to every project. Prior office experience is preferred but not required in medical, corporate, or law office settings; interaction with executive-level professionals is a plus. We are less concerned with how many years of Office Assistant/Executive Assistant experience you have compared to your ability to learn and adapt to a job. We are looking for anyone interested in working in a place that helps real people in a serious, but friendly atmosphere. This work is performed in an office setting. Employees are required to stand, walk, bend, talk, hear, stoop, kneel, operate computers and phones, sit for long periods of time, and on occasion, lift up to 20 pounds. Qualified candidates are encouraged to forward their resume.