

Paralegal:

Fast growing personal injury law firm has an opportunity for a full-time paralegal. The opportunity is ideal for a go-getter with a strong work ethic and time management skills. Training will be provided, although at least 3-5 years law firm experience is required and experience in personal injury is preferred. The job of the paralegal is to provide full paraprofessional support and administrative assistance to a team of professionals consisting of Senior Attorneys and Junior Attorneys. The appropriate individual should be able to assist in driving all projects in the litigation process from conception to completion, manage multiple calendars, assisting in time-management and advancement with members, and provide excellent customer service skills to all clients in efforts to exceed their expectations. This individual 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. This work is performed in an office setting. Employees are required to be able 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.