

Open Position:

If you are passionate about finding a job with purpose, we would love to hear your story and share ours. We are looking for a legal assistant to add to our team. Our office staff works closely with our attorneys and regularly collaborates with other assistants to assist in day-to-day tasks, open and manage files, schedule meetings and calls, and interact with clients to answer their questions and provide case updates. Law office experience is not required, we are happy to welcome candidates with the right attitude and work ethic and are willing to train candidates who are eager to learn new skills.

We pride ourselves on offering a positive work environment with a team approach to helping our clients and are looking for someone who works well with others, is a fast learner, and is self-motivated.

Responsibilities:

- Provide support to Attorneys and Clients in the handling of their cases
- Communicate with clients, courts, and other law offices
- Complete a wide array of administrative tasks
- Draft, Proofread and Prepare to file exhibits, briefs, appeals and other legal documents
- Coordinate interviews, meetings, etc.
- Respond to telephone and email inquiries
- Engage with clients to keep them informed as their case progresses

Skills:

- Next level proficiency with technology and computer-based programs
- Familiarity with Office 365 Suite and Adobe Pro (training is provided)
- Excellent oral and written communication skills
- Killer work ethic
- Well organized and self-directed
- Willingness to learn
- Striving for Excellence and Beyond!
- Personable and engaging when interacting with fellow teammates and clients
- The ability to divide and conquer tasks and projects with teammates

Benefits:

- Full-time schedule
- Competitive compensation packages
- Quarterly performance bonuses
- Paid vacation and sick time
- Employee health insurance
- Retirement plan

Hear from our clients:

<https://www.youtube.com/watch?v=06ESuB8NmhM>

<https://www.youtube.com/watch?v=nD0VysjuJWw>

Learn more about the Spiros Law Team: <https://youtu.be/McqUAjDOKAA>