



## **Job Summary**

Small, woman-owned firm specializing in business law and litigation, with a focus on supporting female entrepreneurs, is seeking a paralegal/legal assistant. Candidate must be highly motivated, detail oriented, able to work independently, and well organized.

### **Duties include:**

- Draft confidential correspondence, reports, spreadsheets, and memoranda and collect and analyze information
- Perform litigation-related tasks including file documents with courts and serve on parties to lawsuits; organize discovery materials
- Assist with events including, for example, the She Stands Tall speakers series
- File and draft corporation and LLC documents
- Organize and maintain electronic files (including complex litigation files)
- Maintain calendars and contact lists
- Assist with marketing and social media and maintain firm's website
- Prepare client billing

### **Minimum requirements:**

- Bachelor's degree or paralegal certificate or paralegal experience
- Proficient in Microsoft Word, Excel, PowerPoint, and Adobe Acrobat
- Detail oriented and well organized
- Able to write clearly and interact with clients and office staff professionally
- Able to maintain sensitive and confidential information

Email resume and cover letter to [info@melnickmelnick.com](mailto:info@melnickmelnick.com).