The Parnell Law Group, LLC- Legal Administrator

The Legal Administrator will be responsible for providing administrative support to the law firm, managing legal documentation and correspondence, maintaining filing systems, and assisting with legal document preparation.

Qualifications

- Strong organizational and time management skills
- Excellent attention to detail and accuracy
- Proficiency in Microsoft Office Suite and legal software
- Knowledge of legal terminology and procedures
- Ability to prioritize tasks and work efficiently in a fast-paced environment.
- Effective communication and interpersonal skills
- Ability to maintain confidentiality and professionalism.
- Experience in a legal support role is preferred.

Pay: $15.00 - $17.00 per hour
Expected hours: 40.0 per week
Work Location: In Person

Apply at:

https://www.glassdoor.com/Job/montgomery-al-legal-assistant-jobs-SRCH_IL.0,13_IC1127704_KO14,29.htm?ja=289205409&uvk=PayahAg%3AUnlAypV9aXiT4v1bZjGaA&utm_medium=email&utm_source=jobalert&utm_campaign=jobAlertAlert&utm_content=ja-ja-alljobs-JACTABOTTOM&jobListingId=1010308377236&pos=103&ao=1136043&s=58&guid=000001a1a72be82fab58dec13bb1ae93&src=GD_JOB_AD&t=SR&vt=w&ea=1&cs=1_3ffb1216&cb=1793806035236&jrtk=5-yul1-0-1k6jinq34gc3r800-8e7514b503ef982e