

## **Job Title: Paralegal / Legal Assistant / Receptionist (Full-Time – Bilingual)**

**Location:** Miami Lakes, FL

**Position Type:** Full-Time

**Schedule:** Monday – Friday 9:00 AM – 5:00 PM

**Compensation:** \$18.00 - \$24.00 per hour, commensurate with experience.

**Start Date:** Immediate

### **About Us**

At The Health Law Offices of Anthony C. Vitale, P.A., we have provided legal and compliance services to healthcare professionals and organizations for over 35 years. As a boutique firm, we represent clients in matters ranging from Medicare and Medicaid fraud defense to professional licensure, overpayment audits, and healthcare compliance.

We take a strategic, client-centered approach, backed by decades of experience working with state and federal regulatory agencies.

### **Position Summary**

We are seeking a bilingual, motivated, and detail-oriented individual for a hybrid role combining receptionist, legal assistant, and entry-level paralegal responsibilities. This is an excellent opportunity for someone who enjoys a dynamic work environment and is looking to gain hands-on experience across multiple aspects of legal practice.

### **Key Responsibilities**

#### **Reception / Administrative Support**

- Greeting clients and visitors professionally and warmly.
- Manage incoming calls, emails, and general front-desk communication.
- Greet clients and visitors with professionalism and courtesy.
- Answer, screen, and direct phone calls.
- Manage front desk email and handle general inquiries.
- Schedule appointments and maintain calendars.
- Receive and distribute mail and deliveries.
- Oversee general office organization and supplies.

#### **Legal Assistant Tasks**

- Draft and format basic legal correspondence and documents.
- Support attorneys with case preparation and document management.
- Maintain client files and databases, both electronic and physical.
- Perform data entry and ensure that records are accurate and up to date.
- Coordinate deadlines and support document filing procedures.

## **Entry-Level Paralegal Support**

- Assist with basic legal research (training provided if needed).
- Help prepare legal pleadings, motions, and compliance materials.
- Track case activity and assist with internal case management systems.

## **Qualifications**

- Bilingual in English and Spanish (required).
- Prior legal office, administrative, or receptionist experience preferred.
- Familiarity with legal terminology and procedures (a plus, not required).
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Ability to manage confidential information with discretion.
- Organized, dependable, and able to multitask in a fast-paced environment.
- Ability to manage multiple tasks while maintaining attention to detail.
- Professional demeanor and discretion when overseeing confidential matters.

## **Work Environment & Benefits**

- Our team operates in a tight-knit, family-oriented environment where collaboration and mutual support are central to our culture.
- supportive work environment
- On-site parking
- Opportunity for long-term growth within a specialized legal practice

## **How to Apply**

Please email your resume and a brief cover letter outlining your experience and availability to [ksanchez@vitalehealthlaw.com](mailto:ksanchez@vitalehealthlaw.com).

If you'd like to learn more about our firm and the work we do, please visit our website at [www.vitalehealthlaw.com](http://www.vitalehealthlaw.com).

We look forward to hearing from candidates eager to contribute and grow with our team.