



QUINTANA PORTAL VILLALÓN, PLLC
ATTORNEYS & COUNSELORS AT LAW

PARALEGAL / LEGAL ASSISTANT

Open Position

Small boutique four attorney law firm in the center of Coral Gables specializing in Real Estate, Business/Corporate, Entertainment, Estate Planning and Commercial Litigation.

JOB SUMMARY: Detail-oriented and organized Legal Secretary and/or Paralegal to join small boutique firm. The ideal candidate will support attorneys in various legal matters, including real estate, business, entertainment, corporate and/or litigation. Minimum experience of three years in legal field. QPV is willing to provide additional training to the right candidate. Great friendly work environment.

ELIGIBILITY REQUIREMENTS:

- Part-time (20 per week) or Full-Time (40 hours per week);
- Paralegal/Legal Secretary/Assistant with a minimum of 3 years' experience in the legal field.
- Must be able to work on-site in Coral Gables, FL.
- Office Hours: 9:00 a.m.-5:00 p.m., Monday-Friday.
- Bilingual (English and Spanish required)
- Highly proficient in Microsoft Office Suite, PDF creation tool(s) and document management software.

PAY: Commensurate with experience level

BENEFITS:

- Free parking
- Health insurance (for full time after probationary period)
- Paid time off

ESSENTIAL CAPABILITIES:

- Arrive timely at the office.
- Ability to interact effectively and professionally with clients, attorneys, co-workers, management and support staff.
- Ability to compile and analyze data and furnish information in report format, written correspondence, email, or verbally.
- Ability to review, analyze and summarize information from legal documents and materials;
- Attention to detail and timelines;
- Strong organizational skills;
- Ability to proofread material for contextual, grammatical, typographical or spelling errors;
- Ability to maintain confidentiality, and to exercise discretion and good judgment;
- Must be flexible in order to respond quickly and positively to shifting demands and opportunities;
- Able to work under tight deadlines and handle multiple, detailed tasks; and
- Must deliver high quality work product and display ownership, having the ability to plan, organize and complete multiple related tasks and follow up and follow through.

If interested, please send your resume to Melissa Q. Portal at MQP@QPVLAW.COM.
