

LEGAL ASSISTANT / PARALEGAL

Norwood, MA (On-Site)

Macchi & Macchi, LLC is seeking an experienced and personable **Legal Assistant / Paralegal** to join our Norwood office. We are a boutique law firm specializing in **Land Use Law, Zoning and Permitting, Commercial Real Estate, and Trusts & Estates / Probate**, serving clients ranging from individuals to Fortune 100 companies. Our firm culture is collaborative, principled, and low-stress, with a genuine commitment to work-life balance.

Key Responsibilities

- Provide administrative and paralegal support to the Managing Partner and Senior Counsel
- Draft and finalize legal correspondence and client communications
- Open and close client matters; maintain electronic and paper legal files
- Prepare, complete, and record legal forms and filings
- Manage incoming emails, phone calls, and client inquiries
- Schedule appointments, hearings, and meetings
- Prepare materials for on-site and off-site client meetings and hearings

Additional Paralegal Responsibilities (Based on Experience)

- Legal research using municipal, state, and government websites
- Prepare hearing binders and client presentation materials
- Assist with special projects and case management tasks

Qualifications

- Prior experience as a **Legal Assistant, Paralegal, or Law Firm Administrator** preferred
- Experience supporting a **Managing Partner or senior attorneys** preferred
- Professional, client-focused demeanor with a high level of discretion
- Strong written and verbal communication skills
- Excellent organizational, time-management, and problem-solving abilities
- Advanced proficiency in **Microsoft Office** (Word, Excel, PowerPoint, Adobe Acrobat, Teams)
- Experience with **legal practice management or document management software** such as **Clio, CosmoLex, Smokeball, LEAP, Practice Panther, Rocket Matter**, or similar strongly preferred
- Familiarity with **VoIP phone systems** a plus

Additional Requirements

- Must be or become a **Notary Public**
- Annual criminal background check required

Hours & Compensation

- On-site position in Norwood, MA
- 31–40 hours per week
- Compensation commensurate with experience
- No group benefits (small firm with fewer than five employees)

**To apply, please submit your resume, cover letter
and short writing sample via email to:**

kthomas@macchi-law.com