

Full-time Legal Assistant / Paralegal

QUINCY

Quincy law firm seeks highly motivated, experienced legal assistant/paralegal for full time position. The duties will include, but are not limited to, typing documents, organizing and maintaining files, and assisting attorneys in preparing for residential and commercial real estate closings. The ideal candidate will be a team player, have the ability to prioritize and work under a tight schedule, and have excellent writing and communication skills. Experience with E-Closing a plus.

Job Type: Full-time

Qualified candidates forward a cover letter and resume to:

geneg@bbb-lawfirm.com