



EDMOND, LINDSAY & HOFFLER,
LLP

A T T O R N E Y S A T L A W

May 1, 2018

PARALEGAL POSITION

Company: Edmond, Lindsay & Hoffler, LLP law partner is opening an affiliated office in beautiful Buckhead in July 2018.

Job Title: Litigation Paralegal

Job Description:

A busy but small law firm in Buckhead will hire an experienced **Litigation Paralegal** with at least five years of experience in personal injury and medical negligence. Other areas of practice include commercial litigation and employment discrimination, although a previous work history in those areas is not required. We are looking for a person capable of handling a fast-paced and high-volume environment. Work would include, but not be limited to drafting demand letters, pleadings, discovery (and responses), and knowledge of electronic filing. The firm seeks candidates with excellent written and oral communication skills, good client communication and management, strong organizational skills, as well as a neat and professional appearance. Candidates must know how to handle all aspects of trial including organizing trial files, putting together trial notebooks/exhibits, coordinating and arranging expert travel etc.

Bonus:

In-depth medical/nursing knowledge in order to summarize medical records; research capabilities

Compensation:

Competitive salary

Please email your résumé and salary requirements to: ymcdaniel@edmondfirm.com

A LIMITED LIABILITY PARTNERSHIP

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