

PARALEGAL POSITION

Company: The CK Hoffler Firm

Job Title: Litigation Paralegal

Job Description:

Busy law firm in Buckhead will hire an experienced Litigation Paralegal with at least five years' experience with personal injury and medical malpractice. We are looking for a person capable of handling a fast-paced and high-volume environment that includes drafting demand letters, pleadings and discovery (and responses), and knowledgeable with electronic filing. The firm seeks candidates with excellent skills in both oral and written communication, good client's skills, organizational skills, neat and professional appearance. Must have trial experience including putting together trial notebooks, exhibits, arranging travel for experts, etc.

Bonus: In-depth knowledge to summarize medical records

Compensation:

Competitive Salary

Benefit - Health insurance

Please email your Resume and salary requirements to: ymcdaniel@ckhofflerfirm.com