



LLOYD GRAY WHITEHEAD MONROE

Seeking Experienced Legal Assistant

Responsibilities:

- Managing multiple attorneys' calendars.
- Coordinating meetings and depositions.
- Electronic filing of legal documents in both State and Federal Courts, including Alabama and Florida.
- Prepare and edit legal documents and correspondence including letters, memos, contracts, transactional documents and reports.
- Organize and maintain client electronic files.
- Schedule meetings and conferences.
- Coordinate travel arrangements.
- Answer incoming telephone calls.
- Enter, edit and/or finalize billable time and client billings.
- Research and respond to inquiries and requests for information.
- Provide other support as necessary.

Required Qualifications:

- 2 + years of insurance defense litigation experience is preferred.
- Individuals must have excellent written and verbal communications skills, exceptional organizational skills, and possess proficient computer skills.
- Be able to work independently, have the ability to multi-task with time-sensitive work.
- Be proactive and highly professional.
- Typing speed of 55+ wpm.
- Client service focused.

Hours

8 am to 5 pm Monday - Friday

Please send cover letter and resume to cmorgan@lgmwlaw.com.