

FONT & NELSON

200 S. Andrews Ave., Suite 501, Ft. Lauderdale, FL 33301 • Telephone: (954) 248-2920 • Fax: (954) 248-2134

Paralegal/ Legal Assistant

Location: (Downtown) Fort Lauderdale, Florida

Hours: Full- Time

Reports to: Associate Attorney

Requirements:

- 1) A minimum of one year of relevant experience.
- 2) Strong writing and organizational skills.
- 3) Certification not mandated.

Firm Profile:

Font & Nelson LLC is a Downtown Fort Lauderdale based law firm, specializing in representing auto and homeowner insurance companies. Our insurance defense firm is in search of a Paralegal/ Legal Assistant to join our growing team. The Legal Assistant will be responsible for supporting attorneys by performing a variety of administrative duties, including but not limited to, drafting legal correspondence, answering phones, communicating with attorneys, clients, and court personnel. If you are a professional with relevant experience working in an attorney's office, we encourage you to apply for this position by sending your resume to contact information listed below.

For More Information Contact:

Nicole Kronen
Office Manager and Paralegal
nkronen@fontnelson.com
Tel: (954)248-2920

*Rule 2.516 designation e-mail (please include all e-mail addresses corresponding to the lawyer and staff member associated with a file):
pleadings@fontnelson.com*

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