

## Seeking an experienced Paralegal.

### Job Description:

We are seeking to hire a Paralegal or Paralegal Intern to work alongside us here at Mandel Law. We are a Boutique Commercial and Real Estate Law Firm located in Miami, Florida.

Here at Mandel Law being team-oriented and effective is a must, while also being able to receive work direction and assignments and provide functional work direction to administrative staff members. You will be responsible for a wide range of legal activities and must be able to manage a multi directional workload with a particular attention to detail and organizational skills.

### Responsibilities:

- Ability to deal professionally and communicate clearly and concisely, both verbally and in writing, with clients.
- Assemble and analyze information and documents. Proven ability to problem solve, think independently and tackle problems with minimal supervision while maintaining timely and efficient organization.
- Conduct research on a wide range of topics and draft and review other documents.
- Provide constructive input into potential legal strategies to be pursued by attorney.
- Assist attorney in providing timely legal services.
- Work on other projects directed by attorney.
- Must have at least 4 years experience in a law office environment, preferably in a firm in which real estate and/or business transactions were performed.
- Preference for an individual with a Bachelor's degree in Legal Studies or Paralegal Certificate.
- Compensation based on experience.

### Contact:

Please send any resumes to our legal assistant and feel free to call her if you have any questions.

- Email: [lcabeza@lawmandel.com](mailto:lcabeza@lawmandel.com)
- Phone: (305) 900-5996