

Legal Assistant Position Available:

Full-time; Part-time may be available for strong candidates.

Minimum requirements:

One to three years' prior work experience in a law firm or bank trust department

Proficiency with Microsoft Office (proficiency with Excel a plus)

Exceptional communication skills with clients over the phone or in person and internally with the attorneys and support team.

Extremely organized with the ability to juggle multiple projects with superb accuracy and proven time management skills.

Ability to write, speak and interact clearly and professionally.

IT and social media skills in a business setting a plus.

This is an ideal position for you if you:

- * Are bright, energetic and eager to learn.
- *Are a genuinely positive and optimistic person who enjoys working with capable talented people.
- *Enjoy your work and want to make a genuine difference in peoples' lives.
- *Take pride in providing exceptional client service.
- *Want to be part of a dynamic and collaborative team.
- *Are looking to be part of a unique firm that does not fit the traditional law firm model.
- *Enjoy working for an organization that is growing.
- *Want more for your career than just being another employee.

If so, you may be the person we are looking for! In this position, you will have the opportunity to be an active and engaged member of the RHP team where all ideas, opinions and suggestions are valued.

To apply for this position, write to us at the link posted below. Tell us about how your background, experience and passion relate to who we are and what we are doing in 300 words or less and attach your Resume. No telephone inquiries will be accepted at this time. EOE.

hackman@rhplegal.com

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