



Slater Vecchio LLP is a mid-size dynamic plaintiff personal injury law firm located in the heart of downtown. We represent individuals who have been injured in motor vehicle accidents as well as people harmed by hazardous or defective products, and unsafe premises.

Slater Vecchio is looking for a dedicated professional who is a self-starter for an immediate opening as a **Legal Administrative Assistant**

You thrive while working within a fast-paced environment and enjoy showcasing your ability to multitask and prioritize. This position requires you to be detail-oriented and self-motivating as an individual as well as within a team. Having the ability to produce consistently correct work, while dealing with stressful situations, is essential to your success with this career opportunity. You will be working closely with a professional team while being responsible for a wide array of legal administrative functions. This is a fun, challenging work environment that requires someone who is proficient, enthusiastic, results oriented with a proven track record for success. Providing client service that is above and beyond their expectation is the main responsibility of this position.

It is all about the client.

The ideal candidate will bring:

- Previous experience as a legal administrative assistant in a personal injury firm
- Excellent ability to multi-task, prioritize and be detail-oriented
- The ability to provide outstanding client service
- Superior verbal and written communication skills
- Demonstrated ability to handle confidential and sensitive information with a high degree of discretion and tact
- Excellent technical and word processing skills
- Strong analytical and organizational skills
- The ability to work independently and within a team
- A strong work ethic and initiative
- Reliability
- Available to work full-time, five days a week

Key responsibilities:

- All assistant functions relating to document production and preparing correspondence
- Maintenance of established filing systems, including correspondence, reports, records, billings and B/F systems
- Client relations – assisting and managing clients on file matters
- Communications with clients, investigators and medical professionals

- Preparation for mediation and/or trial, including case settlements

Qualifications:

- **1-7 years experience** in a plaintiff personal injury firm
- Good knowledge of Amicus Attorney, PC Law, Primafact Imaging Software, MS Word, Excel and Outlook

The Firm is a strong supporter of career growth and training opportunities.

This is not a junior position. Qualified candidates are invited to submit a resume and covering letter to:

Heather L. Walker CHRP
Manager, Human Resources

careers@slatervecchio.com

only short listed candidates will be contacted, no phone calls please