

Staff Opportunities

Paralegals, Secretaries, and Other Office Staff

At Flaster Greenberg PC, Every Client Matters®. The entire Flaster Greenberg team works together to provide superior service to our clients, and our professional staff forms an integral part of that team.

We offer a competitive salary and benefit package which includes, but is not limited to, medical, dental, vision, life and disability insurance, and 401K profit sharing.

Contact Human Resources: recruiting@flastergreenberg.com

LEGAL ADMINISTRATIVE ASSISTANT - LITIGATION PRACTICE

Flaster Greenberg is seeking an experienced Legal Administrative Assistant supporting attorneys in its Litigation practice for its growing Conshohocken office. This person will be located primarily in our Conshohocken office, but Flaster Greenberg offers the benefit of a hybrid work schedule. This administrative position will support 3 - 4 attorneys (initially) and the ideal candidate will have a minimum of 5 years providing administrative support in the following practice areas; Commercial Litigation, Insurance Coverage, Family law and Construction Law. The Legal Administrative Assistant will be responsible for the following functions which include but are not limited to:

- Prior experience in dealing with the various PA, NJ and Delaware Federal and State(s) court rules and litigation procedures and processes, e-filing and creating table of authorities.
- Preparation and filing of pleadings
- Transcribe correspondence, memos, emails for final review and signature of respective attorney and/or paralegals.
- Maintain client files, both paper and electronic correspondence, accordingly.
- Review and route mail and correspondences accordingly. Answer calls and route to appropriate person.
- Maintain attorney calendars, make travel arrangements, and coordinate meetings.
- Perform time entry, process check requests, expense reports, and reimbursements.

The ideal candidate should possess strong computer skills, e-filing experience, and the ability to work in a fast-paced environment. A strong working knowledge of Microsoft Office applications (Outlook, Word, and Excel), Document Management system (Filesite/iManage preferred), Computerized Timekeeping and Adobe Acrobat. A team player who is customer service oriented and has a strong work ethic. Other skills required are: strong attention to detail; ability to handle multiple priorities and meet deadlines in timely manner; and excellent communication and interpersonal skills.

Continued

Recognized as one of the “Best Places to Work” by *South Jersey Biz magazine* and *Philadelphia Business Journal*, Flaster Greenberg offers competitive salary and benefits package and the opportunity to build your legal career by working with top attorneys in the legal community at a firm that is dynamic and produces high quality work in a congenial office atmosphere. Qualified candidates should forward their resume for consideration to recruiting@flastergreenberg.com.

OFFICE SERVICES CLERK

Flaster Greenberg is seeking an Office Services Clerk for our Conshohocken Office. The Office Service Clerk will be responsible for front desk reception duties for the office, including daily mailroom support services. Duties include, but are not limited to: Answering phones and directing calls to appropriate individuals. Greeting and announcing clients. Providing mailroom support services, including copying, scanning, and faxing. Picking up incoming mail and posting outgoing mail. Taking certified to post office, when necessary. Scanning all packing slips and invoices to Chief of Office Operations. Place work tickets with building management and order key cards when necessary. Taking deposits to bank and handling petty cash logs. Preparing files for offsite storage which includes properly documenting and arranging for pickup and delivery. Notifying clients and requesting instruction for inactive files as a part of document retention tasks. Assist our records department with conflicts and intakes. Monitoring and maintaining general office supply levels, restocking, and coordinate reordering. Placing catering orders for food, beverages, and refreshments as necessary. Responsible for setup/cleanup of meeting rooms, accordingly. Ideal candidate should have a High School diploma or equivalent. Prior experience in an office support position (1- 3 years; law firm experience preferred). Must have a car and valid driver's license. Strong phone and customer service skills; ability to handle multiple priorities; and basic knowledge of MS Word and Excel. Qualified candidates should forward resumes.

Recognized as one of the “Best Places to Work” in the region, Flaster Greenberg offers competitive salary and benefits package and the opportunity to build your career by working at a firm that is dynamic and produces high quality work in a congenial office atmosphere. Qualified candidates should forward their resume for consideration to attention of the HR Manager at recruiting@flastergreenberg.com.