Capizzi Law Offices

Title: Administrative Assistant/Paralegal

Location: 11 Hillside Ave, 2nd Fl, Tenafly, NJ 07670

Job Type: Full-Time (Experienced)

Compensation Type: Salary

Start Date: 8/1/2017

Job Description: Bergen County Law Firm is seeking an experienced, professional Administrative Assistant. This individual must be able to perform various aspects of typical office duties including phone contact, word processing, copying and faxing documents. The candidate will be the first point of contact for the office and must possess a professional appearance and demeanor when greeting clients and other professionals.

Excellent growth opportunity. In time candidate will be expected to work on legal documents such as legal correspondences, pleadings, zoning applications, leases, wills, real estate closings, etc.

Qualifications:

- Bachelor’s Degree
- Work Day: 8:30 to 5:30
- Excellent time management skills and ability to multitask
- Proficiency in MS Office (Excel, Word, Outlook)
- Professionally dressed
- Attentive to details
- Punctual
- Ability to work in a fast-paced environment
- Pleasant phone personality
- Time management skills and setting priorities
- Nonsmoker preferred

Application Instructions: Please send your resume and salary requirements to matthew@capizzilaw.com. SERIOUS, EXPERIENCED CANDIDATES ONLY PLEASE.