Epstein Ostrove LLC

Title: Litigation Paralegal/Legal Assistant

Location: 200 Metroplex Drive, Suite 304, Edison, NJ 08817

Job Type: Full-Time

Compensation Type: Salary

Start Date: ASAP

Job Description: Our law firm is growing and we are in search of a hardworking, dedicated, and highly organized full-time paralegal/legal assistant to join our busy litigation team. This position requires exceptional administrative skills; effective judgment managing information; excellent organizational, client service and written and verbal communication skills; the ability to multitask while adapting to changes in priorities; excellent technological skills, including proficiency in MS Office; and the ability to adapt to changes in technology and process. Candidates must demonstrate a high degree of professionalism, confidentiality, discretion and decorum.

Primary Responsibilities:

- Providing support for attorneys by performing a variety of duties, such as assisting with pleadings, discovery, motions and legal correspondence
- Answering phones and greeting visitors
- Communicating with attorneys, clients and court personnel

Qualifications:

- Bachelor’s degree or certificate in paralegal studies
- 1-3+ year(s) of experience preferred

Application Instructions: Please send cover letter, resume, and salary requirements to a.quesnel@epsteinostrove.com.

About the Organization: EPSTEIN OSTROVE, LLC is a well-established, successful, and recognized boutique litigation and trial law firm in Edison, NJ, that handles each case like it’s our only one, offering small firm familiarity with big firm experience. The lawyers of EPSTEIN OSTROVE, LLC are all litigators and trial lawyers with strong courtroom experience, hailing from schools ranked among the best in the country and some of the most prestigious law firms in New Jersey. They excel in assisting with any case, from personal injury cases such as car accidents, slip and falls and medical malpractice, family law cases such as child neglect cases, child support and divorce matters, to complex commercial litigation, such as business disputes, contract disputes, consumer fraud, class actions, arbitrations, and mediations, and criminal defense matters.