



Eastburn and Gray, PC

Attorneys at Law

Eastburn and Gray, a long-established law firm with offices in Doylestown, Blue Bell, and Bethlehem, is seeking a full time Transactional Paralegal or Legal Assistant in the firm's Doylestown office.

Our paralegals are responsible for supporting multiple timekeepers, completing various administrative tasks, and providing outstanding customer service to our awesome clients. Candidates must be willing to work collaboratively and cooperatively with others in a team-oriented environment.

The ideal candidate will have a desire to work in a small, suburban, and dynamic law firm setting with the following experience and qualifications:

Duties

- Provide high level client care in all activities, demonstrating professionalism and attention to detail at all times.
- Liaison between client and attorney and respond to clients in a timely and professional manner by phone, email or in person.
- Draft, edit, proofread, and finalize client correspondence.
- Establish, organize, manage and maintain attorney's paper and digital files.
- Manage attorneys' calendars and assist with tracking deadlines.
- Perform other administrative duties as assigned in support of attorney practices.
- Manage information manually and through the use of computerized databases.
- To make and manage conference room, video conference and teleconference bookings.

Skills

- Excellent grammar, spelling, and proofreading skills.
- Excellent written and verbal communication skills.
- Excellent client service and interpersonal skills.
- Strong problem-solving skills.
- Strong organizational skills.
- Ability to multitask and adapt to change and balance competing demands.
- Ability to work in a fast-paced, high-pressure environment.
- Ability to work independently and take initiative.
- Ability to maintain highest level of confidentiality and provide outstanding client service to internal and external clients/contacts.
- Willingness to learn and be adaptable.
- Ability to be proactive and to follow through and to achieve high level of productivity.

Qualifications

- BA or BS degree preferred; associate's degree or paralegal certificate required.
- Five years of comparable work experience required.
- Working knowledge of software, including: Juris (time and billing), Excel, PowerPoint, Word, Outlook, as well as the ability to learn other programs.
- PA Notary, or interest in becoming one, is a plus.

Firm Information:

The tradition of excellence at the law firm of Eastburn and Gray, P.C. began over 145 years ago and continues today. Our experienced attorneys provide high quality legal services throughout Pennsylvania and New Jersey. As a full service firm, Eastburn and Gray attorneys practice in diverse areas of the law, effectively meeting the needs of the firm's clients. To learn more about our firm, our practice areas and our attorneys, please visit our website: www.eastburngray.com.

Eastburn and Gray, PC is committed to providing equal employment opportunities for all individuals without regard to race, sex, age, religion, disability, handicap, creed, color, national origin, marital status, sexual orientation, disability, veteran status, gender identity, genetic information, or any other legally protected status.

Interested candidates should send a resume and salary requirements to Nancy Gimbol, Director of Firm Administration, ngimbol@eastburngray.com.