

Legal Assistant/Paralegal-Bilingual

Job Description:

Active Downtown Manhattan Personal Injury Law Firm is seeking a Full time Legal Assistant and/or Paralegal

Requirement:

Bilingual in Chinese and English

Annual Salary Range:

\$45,000.00 to \$50,000.00

Job Responsibilities:

- Active case management from intake to completion of litigation;
- Heavy client contact, keeping clients informed and updated on medical appointments, depositions, and physical examinations, advising of court dates; communicating status of litigation;
- Supervising and working with investigators, expert engineers, court personnel, medical and hospital representatives, etc.;
- Work with investigators, and expert engineers, etc.;
- Managing Freedom of Information requests, obtaining photographs, medical and police records, etc.;
- Collect, examine, and organize evidence and other legal documents for attorney review and case preparation;
- Draft correspondence, documents, and first draft pleadings;
- Providing translation service for clients both written and verbal;
- Inputting notes and diarying dates into case management application; monitors calendars; meets all deadlines; organizes files; answers phone calls;

Skills:

- Professional phone and interpersonal manner;
- Familiar with Microsoft Office;

Qualifications:

- High school diploma or general education degree (GED) required;
- Bachelor's degree preferred;
- Proficient in Chinese and English;
- Ability to work independently, manage large workloads, and keep deadlines;
- Attention to detail;
- Excellent verbal and written communication skills and professional demeanor;

Job Type: Full-time

- Monday to Friday, 9:00 a.m. to 5:00 p.m.

Benefits:

- Health Insurance;
- 401K/Profit Sharing;
- Pre-tax Commuter Benefits;