

Legal Assistant

Can you answer “yes” to the following questions?

- Do you believe in helping others without condescension or judgment? Clients can have significant financial problems, and our focus is helping resolve them.
- Do you enjoy working with a team of dedicated and impassioned individuals?
- Are you detail-oriented and enjoy having variety in your day-to-day routines?

Position Summary

The Legal Assistant works closely with the legal and administrative teams to handle daily administrative tasks to facilitate legal work. The nature of this role requires strong communication skills and the ability to prioritize tasks. Our client-focused environment requires a highly productive individual who can take direction and execute tasks independently. The successful candidate is highly organized and adaptable to the needs of our growing firm.

Responsibilities

- Communicate with clients and government agencies by phone and email.
- Process incoming mail, faxes, and client documents in a paperless environment.
- Manage firm calendars by calculating and entering deadlines.
- Organize client files and update case management software.
- Schedule attorney calls and video conferences, provide notetaking, track and enter billable time.
- Draft legal documents and conduct legal research under the guidance of attorneys.
- Maintain office common areas and provide guest assistance to visitors.
- Perform other related duties as assigned.

Qualifications

- An associate degree or bachelor’s degree is required.
- One or more years of experience in a professional office environment in an administrative role.
- Strong attention to detail and work review to ensure accuracy.
- Proficient with Microsoft Office Suite and easily adapts to industry cloud-based software and applications.
- Excellent verbal and written communication skills.
- Ability to organize and prioritize tasks.
- Excellent interpersonal and customer services skills.
- Ability to work independently.

Compensation

\$35,000 annually based on hourly compensation

What Do We Offer?

Generous benefits package, including:

- Accrued paid time off
- Health, dental and vision insurance
- Group disability and life insurance policy
- 3% 401k match, with profit sharing potential
- Paid parking or monthly MARTA fare

How to Apply

To apply for the position, please email your resume to admin@wiggamlaw.com.

About Wiggam Law

An established tax law firm located in Atlanta; we were recognized as the 4th fastest growing law firm in the U.S. in 2020 according to the Law Firm 500! We zealously advocate for our clients against the IRS, Georgia Department of Revenue, and other state revenue agencies. We value integrity and teamwork, and while we have uncompromising standards of care and conduct, we love to have fun and reward our team for a job well done.