

Times Vedette

https://gctimesnews.com/?post_type=jobs&p=24052

Legal Secretary

Description

Motivated and detail-oriented, excellent organizational skills, strong communication abilities and experience in legal office environment.

Responsibilities include managing schedules, preparing documents, and assisting attorneys with case management.

Contacts

Email resumes to: adairnews@netins.net or call 641-742-5231

Hiring organization

Fisher Law Adair

Employment Type

Full-time

Date posted

December 10, 2024

Valid through

11.01.2025