Legal Assistant/Paralegal

Busy National Law Firm is looking to hire qualified people with enthusiasm, a strong work ethic and a desire to be part of our team. Prefer candidates with 1-3 years of foreclosure/bankruptcy/eviction experience representing debtors, trustees, secured and unsecured creditors, purchasers and official creditors' committees. Candidates with a thorough understanding of the processes of foreclosure/bankruptcy/eviction rules and procedures are preferred, but not required. Our ideal candidates must be pro-active and able to manage their own files, seek out new challenges and strive to improve current skills while learning new ones. Must have positive attitude and enjoy working in a fast paced team environment!

Candidates should have all or some of the following qualifications:

· At least 2 years’ experience

· Paralegal Certificate is preferable

· Must have prior foreclosure experience

· Must be knowledgeable of bankruptcy law and foreclosure proceedings

· Ability to prioritize & multi-task

· Organized and detail oriented

· Strong communication skills

· Excellent computer skills

· Ability to handle large volume of work

· Independent worker who is able to meet deadlines

We offer a competitive compensation package with health benefits and paid time off. Please forward resume to careers@mlg-defaultlaw.com

We are an equal opportunity employer m/f/v/d,