

Legal Secretary / Receptionist

Tyree, Embree & Associates is seeking a full-time Legal Secretary / Receptionist to join our team, in Hurricane, West Virginia. This is an excellent opportunity to work in a well-established, busy law firm that values professionalism, teamwork, and a healthy work/life balance.

We are looking for a reliable, detail-oriented professional who takes initiative and can manage both front-office responsibilities and administrative legal support.

Key Responsibilities:

- Answer and direct incoming calls in a professional manner
- Greet and assist clients and visitors
- Provide administrative support to attorneys and paralegals
- Prepare and assist with real estate documents, including title reports and deeds
- Assist in closing coordination with lenders, real estate agents and customers
- Assist with post closing functions, packages, wires, etc.
- Draft preliminary and final titles or title commitments and title policies as the case may be
- Organize and maintain legal files and case materials
- Schedule appointments and manage calendars
- Proofread legal documents for accuracy, grammar, and consistency
- Assist with general case management and office operations

Qualifications:

- Prior experience in a law firm preferred
- Experience preparing real estate documents (title reports, deeds) required
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to work independently and manage multiple tasks
- Should be a self-starter who can work productively with little to no supervision
- Professional, dependable, and discreet in handling confidential information

Compensation & Benefits:

- Salary commensurate with experience and skill set
- Paid vacation and holidays
- Flexible time off and understanding when personal or family needs arise

To apply, please email your resume to susan@tyreeembree.com.