



Benefits

- Paid training & development- per qualifying terms-specific to certain positions
- Monday-Friday: 20 Hours a Week (Flexible Schedule)
- In-office
- Bi-Weekly Pay

Full job description

A North Shore/Merrimack Valley-based law firm is looking to hire two part-time legal assistants to support our estate planning, probate, and real estate practice. Each role offers flexible scheduling (approximately 20 hours per week), with one assistant based in our Saugus office and the other in our Methuen office.

The ideal candidate will work closely with our attorneys to help meet client goals while gaining valuable experience in the legal and administrative aspect surrounding trusts, estates, and real estate law practice.

Spanish fluency is required.

Note: This job description is intended to provide a general overview of the position. It is not exhaustive or all-inclusive. Other duties may be required or assigned based on business needs.

Responsibilities of the Position

- Answering calls and client communication.
- Assist in estate, probate administration, and seller's representations in real estate matters.
- Research and prepare deeds, and other documents for recording with the registry of deeds.
- Assemble, copy, and scan estate planning documents for presentation to clients.
- Draft, finalize and mail correspondence to clients and courts.
- File management and organization.
- Manage schedules for office meetings, court appointments, and telephone conferences.
- Contact clients, courts, MassHealth, and Registries of Deeds as needed.
- Manage administrative aspects of client matters, including contact information, filing and scanning files as needed.
- Schedule meetings.
- Working cooperatively with individuals in the firm.
- Attend training(s) as needed for professional development.
- Perform other duties as assigned.

Qualifications

- Strong writing and verbal communication skills with exceptional attention to detail.
- Excellent organizational skills.
- Desire to learn with an interest in working in a law firm.
- Proficient in use of computers, specifically Microsoft Office (Outlook, Word, Excel, PowerPoint) and ability to learn new legal software (Clio, WealthCounsel and Zoom/Zoom Phone).
- Must maintain confidentiality of information.
- Ability to take initiative and complete multiple projects based on priority.
- Ability to take direction and have a flexible attitude with respect to work assignments.
- Strong written and verbal communication skills, fluency in Spanish is a must.

Compensation

- \$18-\$20 an hour, based on experience and skill.

Job details

Pay

- \$18,720 - \$20,800 a year

Job type

- Part-time
- We offer two shift options—one morning shift starting at 9:00 AM and one afternoon shift starting at 12:00 PM—with each legal assistant assigned to a shift. Schedules are flexible and can be adjusted as needed to accommodate business needs. Each assistant will have either Monday or Friday off each week.

Work setting

- In-person

About Heirloom Law

Join our team for an exceptional opportunity to gain valuable administrative and legal experience, with ample potential for growth and learning. We pride ourselves on being a friendly, team-oriented workplace that is flexible, welcoming, and collaborative. Each team member is a vital part of our success.

As a bilingual office, we value cultural diversity and the importance of understanding various cultures and sensitivities to better serve our clients. Additionally, we recognize the importance of maintaining a healthy work-life balance and are committed to supporting our team in achieving it.

About You:

- We are looking for someone who possesses the following qualities:
- You're detail-oriented and thrive at organizing and managing projects with multiple steps.
- You're confident making phone calls and comfortable speaking over the phone.
- You stay organized and can juggle multiple tasks effectively.
- You work well in a fast-paced, team-oriented, and collaborative environment.
- You're eager to learn and not afraid to ask questions.
- You bring a positive, can-do attitude and an outgoing personality.

Qualified interested candidates should submit their resumes and *minimum hourly wage requirements* by replying to this ad.

THIS IS NOT A REMOTE POSITION

NO PHONE CALLS PLEASE- for questions or further inquiries about this position please contact us through our website at www.heirloom-law.com.