

**GOODSTEIN
LAW GROUP**

PLLC

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GLG is looking for someone with general legal knowledge of, or ability to quickly learn, court rules, filing and service requirements. Proficient in office skills, MS Office Suite, Word, PDF, Outlook and managing and transforming Outlook files. Hours will be occasional and based on project needs for temporary office support, to work in blocks of 3-hour minimums. Looking for an independent worker, who is time sensitive, punctual, dependable, and organized. Hourly rate of pay at \$25/hr.

Email inquiries alott@goodsteinlaw.com or ph. 253-779-4000 to leave message.