



EMPLOYMENT AVAILABLE – OFFICE ASSISTANT IN LAW OFFICE

Sole practitioner attorney with established Social Security disability law practice seeking office assistant for part-time position. Schedule of 15-20 hours weekly, 3-4 hours five days a week during 9-5 office hours. Tasks include managing incoming phone calls, mail and interaction with clients and government offices and office filing. Must be highly organized, resourceful, independent and motivated with excellent communication skills. High volume multitasking is required. Ability to handle stress critical. Passion for working with diverse clientele and commitment to advocating for people with disabilities and limited income required. Technical proficiency in Microsoft PC environment required. All work remote. Compensation depends on experience. Excellent opportunity for paralegal student or trainee. Please submit cover letter, resume, professional references and salary requirements to thawinlaw@yahoo.com.