

ENTRY-LEVEL PARALEGAL / CLIENT RELATIONS / LEGAL ASSISTANT

AKW LAW has an opening for a full-time entry-level Paralegal, Client Relations, or Legal Assistant. Our firm's main focus area is employment law, representing employees to reach justice. We are laid back but professional. We foster a collaborative, supportive, and growth-oriented work environment. We do not like to micromanage and believe that as long as you can produce high quality work, you're a valuable employee. This position is fully remote and client-facing. There is a possibility of hybrid work in the future.

The ideal candidate is extremely detail-oriented, requires limited handholding, and thrives in a fast-paced environment. You will support attorneys in various aspects of case preparation, document management, and client communication.

REQUIREMENTS

- Bachelor's degree required; paralegal certificate a plus; law firm experience a plus
- Strong written and verbal communication skills
- Proficient in Microsoft Office Suite (Word, Outlook, Excel)

DUTIES

- Draft and edit legal documents, letters, motions, and pleadings
- Assist attorneys with document preparation, filing, and organization
- Prepare and review legal correspondence
- Track deadlines, calendar, and scheduling
- Maintain case files and documents
- Communicate with clients, courts, witnesses, and other parties
- Support attorneys in trial preparation and administrative tasks
- Ensure all documents are accurate and deadlines are met
- Draft and handle discovery
- Investigate facts

WE OFFER

- A collaborative environment with a friendly and casual team
- Paid time off and vacations
- Holidays
- 401k
- Health benefits
- Mentorship from experienced attorneys and staff
- Hands-on experience
- Opportunity to learn and grow within a supportive team
- Opportunities for bonus compensation

Subject to employment and drug tests. Prepare a cover letter of no more than one page: Explain why you are the best candidate for this position and your experience that makes you qualified. Explain what type of law firm environment you would like to work in and why. Provide your desired pay. Upload your cover letter and resume in PDF here: <https://www.akw-law.com/about>. APPLICATIONS THAT DO NOT FOLLOW INSTRUCTIONS WILL NOT BE CONSIDERED.