

# LEGAL ASSISTANT

Manchester, NH Law Firm – We are seeking a full time self-motivated, energetic and experienced Legal Assistant to join our Litigation/Corporate Group. Must be dependable, detail oriented, and organized with the ability to prioritize. Written and oral communication skills are essential. Duties include providing administrative support to attorney(s), scheduling meetings, drafting and preparing legal documents and correspondence, docketing cases and maintaining dockets and diaries, and answering telephone calls. The successful candidate will have the ability to work independently and as part of a team. Proficiency with Microsoft Office Suite is required. A minimum of 3 years experience in the litigation area required. We offer a competitive salary and benefits package. Please send your cover letter and resume to: Office Manager, Hage Hodes, PA, 1855 Elm St, Manchester, NH 03104 or **HR@hagehodes.com**. No phone calls please.