

# Legal Assistant/Paralegal

Hoefle Phoenix Gormley & Roberts, PLLC is a general civil law practice located in Portsmouth, New Hampshire. We are seeking an on-site Legal Assistant/Paralegal to support our corporate and litigation practices. You will provide overall support to attorneys' business needs.

**Responsibilities include:** working with attorneys to form and maintain business entities; assisting with the drafting, filing and organizing of legal documents, contacting clients to complete tasks, as well as providing general office support including answering phones, filing, drafting correspondence and recordkeeping.

**Qualifications include:** previous experience as a legal assistant or paralegal, the ability to prioritize and multitask, excellent written and verbal communication skills, attention to details and deadlines.

Benefits include health insurance, disability and 401(k) plan.

Email resume to [cthomas@hpgrlaw.com](mailto:cthomas@hpgrlaw.com).