



PRIMMER PIPER
EGGLESTON &
CRAMER PC

Floating Legal Assistant, Manchester Office

PRIMMER PIPER EGGLESTON & CRAMER PC, a full service law firm with offices in Vermont, New Hampshire, and Washington, D.C., has an immediate opening for an experienced legal assistant in our Manchester, NH office. This assistant will support multiple attorneys as assigned and on a floating coverage basis. In addition to strong technical and document production skills, essential requirements are the ability to prioritize, multitask, adapt to different work styles and apply independent judgment as needed. This position requires at least two years' experience in a law office setting and proficiency with MS Office products. The ideal candidate will also have well-developed interpersonal skills and litigation experience.

Benefit Summary:

- 401K savings plan and company match
- Medical Insurance
- Basic Life Insurance
- Critical Illness Insurance
- Dental Insurance
- Vision Insurance
- Pet Insurance
- Pre-tax flexible spending accounts: medical and dependent care
- Paid maternity and paternity leave
- Long & Short-Term Disability
- Accident Insurance
- Paid Vacation
- 11 Paid Holidays
- Paid Parking

We offer a competitive salary and comprehensive benefits. Qualified candidates may submit letter of interest and resume by email to: careers@primer.com.