Legal Assistant, Manchester Office

Primmer Piper Eggleston & Cramer PC, a full-service law firm with offices in Vermont, New Hampshire, and Washington, DC, has an immediate opening for an experienced legal assistant in our Manchester, NH office. This assistant will support an attorney in a busy litigation practice in Vermont and New Hampshire. We are interested in highly motivated, tech savvy candidates with excellent document production, organizational, and multi-tasking skills. Duties will include, but are not limited to, the following:

- Manage the schedule of a busy litigation attorney
- File pleadings and discovery in state and federal court electronic filing systems
- Create and proofread correspondence and legal forms and pleadings
- Create and maintain physical files
- File documents in electronic filing systems
- Print and organize PDFs
- Separate large PDFs electronically into component pieces
- Chronologically sort large batches of printed medical records
- Create and maintain discovery and pleadings notebooks

The ideal candidate will have an excellent command of the English language, strong attention to detail, proficiency with Microsoft Office and Adobe or Kofax, and be comfortable with learning new things. Prior office experience required; law office experience a plus. This position requires the ability to lift up to 35 pounds.

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

We offer a competitive salary and comprehensive benefits. We have been awarded Best Places to Work in Vermont for the last three consecutive years.

Job Type: Full-time
Pay: $22.00 - $30.00 per hour
Schedule:
- 8 hour shift
- Monday to Friday
Work Location: Hybrid-In Person/Remote