

Sulloway & Hollis

COUNSELORS AT LAW

Litigation Paralegal

Sulloway & Hollis, PLLC, seeks an experienced litigation paralegal to join our team.

The ideal candidate will have strong technical and organizational skills, the ability to perform legal and factual research, obtain records, analyze, cross-check and validate information and prepare written reports. They must have experience initiating the discovery process through to summarizing discovery responses, locating and working with experts and organizing and tracking client files, as well as assisting with trial preparation, including witness lists, exhibits and trial binders, and providing assistance to the attorney in the courtroom. This is an onsite position at our Concord, NH office.

Sulloway & Hollis, PLLC, is an Equal Opportunity Employer.

We offer competitive pay, excellent benefits and a great team atmosphere. Qualified candidates should submit resume, cover letter and salary requirement through the application process on our website: **www.sulloway.com/careers/employment-application**