



**PRIMMER PIPER  
EGGLESTON &  
CRAMER PC**

## **Legal Assistant**

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 our litigation practice area. In addition to strong technical and document production skills, essential requirements are the ability to prioritize, multitask, and apply independent judgment as needed. This position requires at least two years' experience in a law firm setting and proficiency with MS Office products. The ideal candidate will also have well-developed interpersonal skills and litigation law experience. Insurance defense experience a plus.

## **Paralegal**

PRIMMER PIPER EGGLESTON & CRAMER PC, a full service law firm with offices in Vermont, New Hampshire, and D.C., seeks an experienced paralegal with at least three years' experience to assist with the litigation team in our Manchester, NH, office. The ideal candidate will be a highly motivated, detail-oriented, tech savvy candidate, with excellent document production, organizational and multi-tasking skills, who can work independently and who thrives in a high volume practice. Insurance defense experience a plus. Proficiency in Microsoft Office products is required.

We offer a competitive salary and comprehensive benefits. Qualified candidates may submit a letter of interest and resume by e-mail to [\*\*careers@primmer.com\*\*](mailto:careers@primmer.com).