

Part-Time Legal Assistant

Small New Hampshire law firm seeking a reliable, organized part-time Legal Assistant to join our team.

Responsibilities include:

- Administrative and legal support
- Preparing and organizing documents
- Scheduling and client communication
- Filing and maintaining case files
- Assisting attorneys with day-to-day office needs

Ideal candidate: Detail-oriented, professional, dependable, and comfortable working in a busy legal environment. Prior legal office experience required.

Schedule: Part-time, flexible hours

Location: New Hampshire

If you are interested in joining a friendly, professional law office, please send your resume and a brief introduction to csaltman@backusmeyer.com.