

WSHP | Rechtsanwälte Notare

Job opening for lawyer support staff

We are looking for a paralegal (m/f/d) to join the support team at our office in Bad Vilbel on a full-time or part-time basis as soon as possible:

Requirements:

You have completed your education as a legal assistant or judicial assistant and/or have many years of professional experience working at a law firm or in-house legal department. You are intricately familiar with the various types of work performed at a law firm and have excellent MS Office skills as well as experience working with legal practice management software. You have a highly organized, thorough work style and are committed to your work. You are flexible in your approach to new responsibilities and assignments, and you are reliable and service-oriented.

Responsibilities:

- File management and accounting (must be familiar with the Federal Lawyers' Fees Act (RVG))
- Processing correspondence in the German language
- Calculating and monitoring deadlines and dates
- Handling incoming and outgoing mail
- Accounts receivable management/collection (basic skills)
- General administrative tasks
- Working at reception desk and answering phone calls

What we offer:

At our law firm, you can expect an employment contract for an unlimited term, multi-faceted work, a state-of-the-art office in Bad Vilbel with excellent public transportation, reserved parking, opportunities for continued education, a collaborative work environment, and the opportunity to work independently. We think of ourselves as a team and place great value on friendly interaction, mutual trust, and cooperation.

Job application:

We look forward to receiving your complete job application, including your earliest possible starting date and salary expectations, preferably online at Striether@wshp.law