Personal Injury- Legal Secretary

Onsite-Yardley, PA

Description

The position will provide support for Personal Injury attorneys. The ideal candidate will have an entrepreneurial spirit and be self-directed and detailed-oriented with the ability to organize and manage multiple tasks in a fast-paced environment. The right candidate will have the extraordinary opportunity to continue their professional development in a challenging, but collegial, environment.

**Responsibilities**

Applicants must have some knowledge of all aspects of personal injury-type work. Must have competency in legal support duties, i.e., client intakes, gathering medical records, preparation of pleadings, discovery demands, discovery responses, and motions; proficiency in the Microsoft Office Suite; an ability to answer and handle a high volume of phone calls in a courteous and professional manner; scheduling meetings and conference calls; scanning documents; managing multiple calendars and contacts.

**Qualifications**

The individual should be well organized and able to see an assignment through to its end when given proper direction. The candidate should also have the ability to multi-task; demonstrate very strong attention to detail; be able to work independently and with others; and have excellent typing skills.

The right candidate will have a minimum of 2 years of experience. Experience in Plaintiff’s Personal Injury matters REQUIRED. A comprehensive knowledge of Microsoft Office is also REQUIRED. An individual who is bilingual or multilingual is preferred.

**The Benefits We Offer:**

At Stark & Stark, we offer competitive benefits in medical, dental, vision, 401(k), health & wellness programs, and the opportunity to apply for remote work.

Stark & Stark is an Equal Opportunity Employer.

Please apply using the link below:

[Stark & Stark Legal Secretary Position](https://recruiting.ultipro.com/STA1028STRKP/JobBoard/8d3048ef-a106-4ec4-884c-fb7a931b3df6/Opportunity/OpportunityDetail?opportunityId=223e973d-99d7-4f8f-a2bb-3edd3b819889)