



Pan American Life Center
601 Poydras Street, Suite 1700
New Orleans, LA 70130

(504)581-6062
Fax (504)522-9129

www.preisplc.com

NEW ORLEANS PARALEGAL POSITION

Job Description

Unique opportunity for this experienced Paralegal to work in our New Orleans location and be a member of an exceptional Team. This valuable position requires someone who is highly motivated, focused; task oriented, organized, extremely detailed and can work independently without constant supervision while still remaining an integral part of the TEAM.

Prime candidates need to be highly motivated, experienced with Microsoft Products and must be able to communicate with clients and co-workers effectively and efficiently, interview witnesses, summarize depositions and medical records, draft pleadings, calendar and monitor legal deadlines and various other job duties as assigned. Candidates must be EXTREMELY organized, self-motivated, willing to learn, display a keen eye for detail and have the ability to work independently and take direction.

Requirements:

To be considered for this position, applicants must possess all of the characteristics mentioned above in addition to the following:

- Dictaphone and word processing experience
- Superb verbal and written communication skills
- Excellent typing skills
- Summarize Depositions and Medical Records
- Drafting Discovery
- Preparation of Trial Notebooks and Exhibits
- Time Entry
- Voluminous E-mail Management
- Professional telephone skills
- Solid interpersonal skills
- General File Maintenance
- Other various duties as assigned

Full benefits package and competitive pay offered

Job Type: Full-time

We offer a competitive salary with the following benefits: • Major Medical Insurance - 90% of premiums paid by Firm • Life AD&D Policy - Premiums 100% Firm paid • Health Savings Accounts • 401(k) Profit Sharing Plan • Paid Vacation / Sick Leave • AFLAC Supplemental Policies - multiple policies to choose from! • Paid Holidays

Lafayette, Louisiana

Houston, Texas

New Orleans, Louisiana