



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

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Job Title

Paralegal

Location

Remote

Client

Undisclosed

Job Summary

Mid-sized trial law firm seeking a highly motivated, experienced paralegal to assist attorneys in a wide range of matters. Duties include document review, preparing for client meetings, depositions, hearings, trials, and management of assigned case files. The successful candidate must have at least 3 years of civil litigation experience involving personal injury at the state and federal levels

Responsibilities

- Managing cases from inception through trial,
- Maintaining and organizing client documents and discovery materials,
- Analyzing and digesting legal documents and medical records,
- Vetting of witnesses and experts,
- Communication with experts, and trial preparation.

Qualification

- Must be able to multitask and work efficiently.
- Excellent written and verbal communication skills, attention to detail,
- analytical abilities, and the ability to work independently, are required.
- Must possess strong time management and organizational skills.
- This position requires an Associate's or Bachelor's Degree in Paralegal
- Studies/Legal Studies or Paralegal Certificate and a minimum of 3 to 5 years of paralegal experience.

Apply to this position

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