



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!

www.lateampartners.com

Job Title

Legal Assistant

Location

Remote

Client

Undisclosed

Job Summary

A diverse litigation law firm focused on maritime, personal injury, and commercial litigation has an opening for a Legal Assistant/Secretary to support one Shareholder and one (or more) associate attorneys. Candidates must have a professional and polished demeanor, exceptional commitment to accuracy, detail, and follow-up, be able to multitask, and have an upbeat attitude.

The person in this role will be responsible for scheduling, screening calls, responding to communications, and drafting, formatting, and revising correspondence and legal documents.

Responsibilities

- Completes a broad variety of administrative tasks, including managing an active and changing calendar of appointments; arranging travel plans; completing expense reports; and composing and preparing correspondence.
- Organizes meetings, including scheduling, sending reminders, and organizes catering when necessary.
- Ensures background information for meetings are ready, including reviewing legal calendar for accuracy and upcoming deadlines.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Handles incoming calls in a courteous, efficient manner.
- Handles expense reconciliation and reimbursement.
- Prepares correspondence, pleadings, and other legal documents.
- Proofreads documents to ensure accuracy and completeness prior to distribution or filing.
- Files legal documents in state and federal courts.
- Updates and maintains files in a timely manner.
- Prioritizes and executes assigned tasks quickly and accurately, in an organized and detailed oriented manner.
- Prepares for trial by assisting attorneys and paralegals.
- Additional duties as required.

Qualification

- Understands and abides by the policies and procedures of the firm
- Flexible and willing to assist wherever required.
- Demonstrates a positive attitude and is approachable.
- Adapts well to fluctuations in workload and changes in responsibilities.
- Able to work effectively in stressful situations with a demanding workload.
- Presents written communications that are concise and accurate.
- Exhibits confident and professional verbal and written communication skills.

- Answers questions clearly and thoroughly.
- Is a problem solver.

Skills and Abilities

- Lexis Nexis, Pacer, ECF (Electronic Court Filing), TrialWorks or other comparable document management system, Microsoft Office (Word, Outlook, PowerPoint, Excel), and DropBox.
- PC skills; ability to use phone system, copier, scanner, fax, and printer.
- Transcription preferred or willingness to learn.

Minimum Qualifications

- High school diploma required (College degree is preferred, but not required).
- Five years of solid, fast-paced executive assistant and litigation secretary experience.
- Computer proficiency, especially with MS Office (Word, Outlook, Excel, and PowerPoint).
- Job Type: Full-time

Apply to this position

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