



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

Berger Law is seeking an experienced Paralegal to support the firm's legal operations and documentation for U.S.-based clients. The ideal candidate will have prior experience working with U.S. companies or law firms, excellent English communication skills, and a strong understanding of legal documentation, case management, and client coordination.

Responsibilities

- Draft, review, and organize legal documents such as contracts, agreements, pleadings, and correspondence.
- Conduct legal research and summarize findings to support attorneys in case preparation.
- Manage client files, deadlines, and internal records to ensure compliance and timely responses.
- Communicate with clients, courts, and external parties regarding case updates or document requests.
- Prepare and submit filings to relevant U.S. authorities and courts as required.
- Support attorneys in administrative and procedural tasks related to ongoing matters

Qualifications

- Bachelor's degree in Law, Legal Studies, or related field.
- Minimum of 2 years of experience as a Paralegal or Legal Assistant supporting U.S. companies or law firms.
- Strong knowledge of U.S. legal procedures, documentation standards, and case management.
- Excellent written and verbal communication skills in English.
- Highly organized, detail-oriented, and capable of managing multiple priorities in a remote environment.
- Proficiency with Microsoft Office and legal management tools (e.g., Clio, MyCase, or similar).

Apply to this position

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