

# VANDENACK WEAVER LLC

LEGAL | TAX | BUSINESS COUNSEL

## **Business Paralegal**

Vandenack Weaver LLC is seeking a Paralegal to become a part of our team. This position will be under the direct supervision of an attorney with the firm and will perform substantive legal work and status updates that requires basic knowledge of the law and legal concepts. Must possess the ability to recognize, evaluate, organize, analyze, and communicate relevant facts and legal concepts.

### **Responsibilities:**

- Conduct research to support legal proceedings
- Assist with the drafting and reviewing of legal documents
- Investigate facts to help in the negotiation of legal disputes
- Record and store client information
- Maintain deadlines and docket for internal matters and external government agency and court deadlines

### **Qualifications:**

- Previous experience as a paralegal or other legal field
- Familiarity with legal research
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Deadline and detail-oriented
- Technology skills
- Interpersonal skills

Full benefit package is included. Salary is commensurate with qualifications and experience. Our paralegals perform substantive, valuable work and are critical to our client service mission. Training, career advancement and professional development, as well as excellent compensation may be obtained for the paralegal that is hard working, productive and a team player.

### **What we offer:**

Our core values are something we practice every day - people, excellence, service, community, innovation, wellness, accountability, industry forefront, diversity; and integrity. We are experts in multiple practice areas and bring detailed focus and big picture insight to both routine and complex issues. Vandenack Weaver leads the way in adapting the latest and greatest technologies for our client's benefit. We provide training opportunities and mentoring for all employees along with providing the tools necessary to succeed.

Vandenack Weaver LLC is an Equal Opportunity Employer. It is our policy to provide an equal opportunity to all individuals without regard to race, color, ethnicity, religion, gender, age, gender expression and identity, national origin, ancestry, disability, transgender or sexual orientation, marital status, protected veteran status, or any other classification protected by law.