Seeking Legal Assistant – Brodhead, WI

Growing general practice firm seeks legal assistant to assist attorneys and clients in our Brodhead location. We are a family-owned firm that offers good work/life balance. Benefits include paid time off, paid holidays, disability insurance, health insurance, and retirement with a 3% minimum company contribution.

The ideal candidate will have:

- Excellent interpersonal and communication skills;
- Excellent writing, proofreading, and editing skills;
- An eye for detail;
- Comfort with office technology;
- Extensive experience with Microsoft Office;
- Ability and willingness to adapt to changing daily tasks;
- Willingness to work in a collaborative effort;
- Past legal experience is a positive but not a requirement;
- Dual English/Spanish speakers encouraged to apply;
- Enjoy a fast pace work environment;
- Good organizational skills and the ability to juggle a variety of time-sensitive tasks with minimal oversight.

Benefits:

- Paid Time Off on Day One;
- Paid Short Term Disability;
- 401(k) Retirement Plan with 3% minimum company contribution;
- Health/Dental Insurance Fully Paid for Employee and 80% Family Contribution;
- Compensation based on experience;
- Student Loan contribution;

Experience:

- None required; however, past legal, collections, or banking experience is desirable

Are you interested in applying?

Applications will be kept strictly confidential. Please send a 1) cover letter indicating why you would be a good candidate; and 2) a resume to Marketing Manager, Jayde Reilly, at hello@russelllawwi.com.