



Opening for a Quality Assurance Legal Assistant

Gross Polowy LLC, an established law firm in the real estate industry, is looking for professional candidates who are proactive, organized, dependable and detail oriented. Prepare chronologies for client requests, complete monthly client reports and scorecards, and overview of files in inventory.

Ideal candidates should have excellent and professional verbal communication and client interpersonal skills; solid computer skills and keyboarding skills, strong time management skills, strong comprehension and problem solving skills, high level of proven confidentiality and be self-motivated.

EXPERIENCE LEVEL & BEHAVIOR

2 or more years of **legal/foreclosure/bankruptcy** office experience
Prior experience within legal, foreclosure and/or banking; similar experience necessary
Able and willing to bring questions and/or concerns to direct Manager
Exudes positive behavior amongst co-workers, Manager, Attorneys in and outside of firm, other departments and clients
Responds appropriately to change and is willing to assist others who struggle with the notion

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

Solid computer skills and accurate keyboarding skills
Strong organizational skills and attention to detail
Strong time management skills
Strong comprehension and problem solving skills, with the ability to think analytically
Strong verbal and written communication and client interpersonal skills
Self-motivated and proactive individual
Ability to work in a team environment to meet changing priorities and deadlines, as needed

EDUCATION

High School diploma necessary, Associates preferred

PHYSICAL REQUIREMENTS

Remaining in a stationary position, sitting for prolonged periods at a desk and working on a computer with dual monitors.
Prolonged periods of keyboarding; repeating motions including wrists, hands and fingers.