



## Opening for a Full-time Motions Assistant

Gross Polowy, one of NY's Best & Brightest Companies, Best Places to Work, and Healthiest Employers in WNY is an established law firm in the real estate industry, is looking for professional candidates who are proactive, organized, dependable and detail oriented. Gross Polowy is an established law firm in the real estate industry, looking for an Assistant for the Motions department. Duties include preparing exhibit packages to support the Team in their preparation. Handling mail for the department including processing incoming mail and sending mail items out. Processing all return mail and handling all conversions to e-Filing. Overall, supporting the Team by handling all support tasks needed.

Ideal candidates should have professional verbal communication and client interpersonal skills; solid computer skills and keyboarding skills, strong time management skills and be self-motivated.

### **Benefits**

- Health Insurance with Health Reimbursement Account
- Paid Time Off
- 401(k) Match
- Dental Insurance
- Vision Insurance
- Accident Coverage
- Specified Disease Coverage
- Flexible Spending Account
- Disability Insurance
- Hybrid Schedule
- Employee Assistance Program
- Referral Program
- Free Parking
- Employee Discounts
- Paid Sick Time
- Professional Development Assistance
- Opportunities for Advancement
- Casual Dress

### **Pay**

\$18.00 - \$20.00/hour

Base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. The total compensation package for this position may also include other elements, including a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits). Hybrid schedule offered once training complete. Details of participation in these benefit plans will be provided if a candidate receives an offer of employment.

**Travel requirement** No travel