



Opening for Legal Assistant

Location: 3501 Olympus Blvd; Coppell, TX 75019

Job Description

Gross Polowy LLC, an established law firm in the real estate industry, is looking for professional candidate to work on-site for one of our clients. We are searching for someone who is proactive, organized, dependable and detail oriented. Duties include daily monitoring of deadlines, correspondence, drafting documents (affidavits, motions, etc.) and follow-up/tracking. Experience in foreclosure, bankruptcy, legal, and/or mortgage plus high volume office is necessary. Experience with Black Knight/ICE a plus.

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. Though this staff member will be working on-site for a client, they will follow Gross Polowy's policies and procedures when working on files.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- Work Location: In person

Pay: \$20.00 - \$25.00 per hour

*Base pay offered will vary by candidate and is based on various individual factors including but not limited to: 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). If offered, details of participation in these benefit plans will be provided if a candidate receives an offer of employment.