



NOW HIRING

Full-Time Legal Assistant / Paralegal

Join Gross Polowy, a multi-award-winning law firm recognized as one of New York State's Best & Brightest Companies to Work For, Best Places to Work, and Healthiest Employers.

We're seeking organized, dependable, detail-oriented professionals to support our real estate and financial services departments.

Qualified candidates should have:

- Experience in a legal, mortgage, or high-volume office
- Strong communication, organization, and computer skills
- Excellent time management and attention to detail
- Ability to draft legal documents and manage deadlines

What We Offer:

- Competitive compensation based on relevant experience (\$19 - \$22/hour)
- Comprehensive benefits package, including 401(k)
- Paid time off
- Hybrid work opportunity after successful training (30–90 days)

If you're looking to grow your career with a collaborative, people-first firm, we'd love to hear from you!

Apply today and become part of the Gross Polowy team (hr@grosspolowy.com).