

Legal Secretary

Business Litigation Group

An excellent opportunity exists at Sulloway & Hollis, PLLC, for an experienced legal secretary working with one of our partners who is the Chair of the Business Litigation practice group, as well as an associate.

This person must be a well-organized, self-starter with the ability to work independently, yet also take direction from the attorneys. Candidate should have excellent office skills, including a strong working knowledge of Microsoft Word, e-filing and basic Excel skills. PowerPoint skills a plus.

We offer competitive salaries, commensurate with experience, an excellent benefits package, as well as a cohesive team atmosphere.

Qualified candidates should send resume, cover letter and salary requirements to **jjacopino@sulloway.com**.