

# LEGAL SECRETARY

## Trusts and Estates

An excellent opportunity exists at Sulloway & Hollis, PLLC, for a legal secretary working with one of our partners who is the Practice Group Leader for our Business, Trusts and Estates 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, filing and copying work. Must have a professional manner with strong communication skills.

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 [jiacopino@sulloway.com](mailto:jiacopino@sulloway.com).