

REAL ESTATE ADMINISTRATIVE ASSISTANT / PARALEGAL

BEVERLY

Glovsky & Glovsky, LLC, a nine-lawyer law firm located in Beverly, is hiring a legal assistant to join our real estate practice group. This position will involve general administrative assistance for two attorneys, as well as shared paralegal responsibilities for residential and commercial real estate closings in the office.

A full-time, in-person candidate is ideal, but part-time candidates with excellent qualifications will be considered. Glovsky offers a friendly and flexible work environment and a competitive benefits package that includes health insurance, 401(K) employer-match/profit sharing and paid vacation time. Salary will be commensurate with experience and schedule.

**Interested applicants should please forward
a cover letter and résumé to:**

msiemasko@glovsky.com