

Real Estate Administrative Assistant/Paralegal

AMHERST

Ziomek & Ziomek, Attorneys at Law, a two-lawyer law firm in Amherst, Massachusetts, is hiring a legal assistant to join our practice. This position will involve general administrative assistance for both attorneys as well as shared paralegal responsibilities for residential real estate closings, estate planning and estate administration in our office.

A full-time, in-person candidate is ideal, but part-time candidates with excellent qualifications will be considered. Our firm offers a friendly, flexible work environment. Salary will be commensurate with experience and schedule.

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

megin@ziomeklaw.com