

PARALEGAL

Downing Van Dyke, LLC
Natick

COMPANY DESCRIPTION:

Downing Van Dyke is well established boutique Metro West law firm, working with real estate management companies and landlords, in Massachusetts, New Hampshire and Rhode Island.

ROLE DESCRIPTION:

This is a full-time hybrid role for a Paralegal at Downing Van Dyke in Natick, MA, with flexibility for some remote work. We are looking for an individual who strives to provide top-notch services to clients. The Paralegal will be responsible for drafting Summons and Complaints, Notices to Quit, Motions and all other required legal documents. The Paralegal will also work and communicate with property management, while being organized, to provide exceptional service!

Salary will depend on experience!

QUALIFICATIONS:

- Minimum two (2) years of experience
- File Management Skills
- Legal Drafting
- Excellent written and verbal communication skills
- Ability to work independently
- Comfortable working in a fast-paced environment
- Familiarity with relevant legal regulations and landlord/tenant matters
- Paralegal certificate or relevant degree

To apply, please send a cover letter and résumé to:

bngjeliu@downingvandyke.com