



Redula and Redula LLP is looking for a professional entry-level in-office bilingual English/Spanish legal administrative assistant.

We do not require experience in a law firm. Our office will train you, but experience in customer service (in-person and phone) and computers are desired.

Description of Tasks (not all tasks are listed):

Front office receptionist - answer door, answer phones, take messages, and call law firms and doctors' offices.

Interpret - interpret from Spanish to English, English to Spanish on the phone and in-person for meetings.

Computer Skills - Microsoft Office, Google Workspace (Gmail, Google Drive, Google Calendar, etc.), faxing, scanning, etc.

Filing - ability to carry heavy (up to 10 lbs.) files and sort and organize.

The job will have a six-month probationary period and we require a full Covid-19 vaccination (two-weeks after booster vaccination).

Please no calls to the office regarding this position.

Please send a resume and cover letter to HR@redulalawoffice.com with the subject title "Legal Assistant May 2024".