

ITALIAN CITIZENSHIP, BUSINESS, BANKRUPTCY, LITIGATION PARALEGAL

Anticipated employment start and end dates: ASAP. Ongoing.

Number of hours per week: 10-15 hours (on as needed basis). Could be more as our firm grows.

Job Location (or if work would be performed remotely): Tues and Thursday – in person in Mt. Lebanon from 10 a.m.-3 p.m. The other 5 hours can be remote (on as needed basis). Mt. Lebanon Township, Pittsburgh Pa.

Materials to be submitted (Resume, Cover Letter, References, Writing Sample, etc.): Resume, Cover letter, Reference List

Would you like applicants to forward their materials to the salene@mazurkraemer.com address? Send to stephanie@mazurkraemer.com and salene@mazurkraemer.com

Job Duties:

Paralegal needed for-savvy business, bankruptcy, litigation, law and consulting firm.

www.mazurkraemer.wordpress.com and www.mazurkraemer.com. Need between 10-15 hours a week (will vary on as needed basis and will increase in near future). 10 hours minimum per week. If working remotely, must check in twice that day. I am returning to solo practice after having been at a firm. We are in a rebuild stage.

We are looking for a motivated, organized, smart, paralegal who has a broad array of skills and is willing to do research, writing, and file management. I have my former admin working part-time as well.

MAZURKRAEMER counsels middle market companies at every stage of the business cycle in a broad range of business transactions, but with a special emphasis on distressed transactions. My expertise is in Chapter 11 business reorganization. A former big firm lawyer, I value legal scholarship and work on challenging matters.

I also get in about 5-10 Italian Citizenship cases a month and will need you to manage this work and draft petitions which I will review. We will need you to also service our business and bankruptcy matters too.

I also value work-life balance and creating a healthy work environment. Our culture is a non-traditional one with flex time, not face time. We are all moms who are friends and who manage other types of

work. It is a non-traditional setting. We are fun and love doing the work we do and are looking for a great addition to our team.

We want paralegals who are willing and able to help us build our practice. We want to help you build your career.

No medical or dental benefits offered at this time. No paid sick, vacation, or personal leave (but may change this as the year goes on depending upon revenue).

Rate: \$21-30/hour.

SKILLS NEEDED: likeable, sense of humor, organized, detail oriented, professional, conscientious, research and writing skills, PowerPoint and Excel Skills, responsive, responsible, honest, trustworthy, excellent communicator, autonomous, academic honors (preferred)

TASKS: Including but not limited to: researching, electronic filing, drafting pleadings, assisting with diligence, closings, incorporations, drafting contracts, and preparing bankruptcy schedules. Drafting petitions relating to Italian citizenship, maintaining Italian files, ordering related documents, interfacing with Italian clients.

May also have to do administrative tasks at times too (we are a small firm) such as making travel plans, coordinating and maintaining case files and case calendars, coordinating and/or mailing out pleadings on service list, maintaining contacts database, assisting in marketing, updating Facebook, getting out letters, writing blog posts.