Kang Haggerty & Fetbroyt LLC

Job Title [Position]:	Senior Paralegal	**Job Category:**	Legal
Department/Group:	Litigation	**Posted By:**	Allison Sponic
Location:	Center City	**Travel Required:**	Minimal
Level/Salary Range:	Competitive compensation	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Allison Sponic	**Date posted:**	01/05/2021
Reports to:	Managing and other members	**Posting Expires:**	[i.e., 30-days] 30-days

Applications Accepted By:

Fax or E-mail: asponic@khflaw.com **Attention:** Allison Sponic	**Mail:**

Job Description

Brief Summary:

Seeking an ambitious and driven paralegal with a minimum of 10 years' experience. Kang Haggerty & Fetbroyt LLC is a boutique business law firm established in 2013 by a close-knit group of lawyers focused on providing effective and value-driven legal services. As the largest Philadelphia-based law firm in the National Association of Minority & Women Owned Law Firms, we are proud to promote diversity and inclusion in the legal profession.

Duties:

This position is full-time; and your primary responsibility will be managing complex workout, real estate and general corporate matters, and other transactional matters.

Skills/qualifications:

Applicants must be able to think & work independently. Applicants should have strong communication, writing, organizational & computer skills. Applicants should have strong time-management skills &be able to handle multiple tasks with conflicting deadlines. Must be familiar working in state and federal court.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]