

Skills/qualifications:

and work efficiently in a fast-paced law firm setting. Said candidate will also be proactive, and not just reactive. A college degree, and/or formal paralegal education/certification preferred.

We are a fully vaccinated office that follows the CDC and the City of Philadelphia guidelines / mandates for masks and social distancing and expect the same from our candidates. We offer a competitive salary, excellent benefits, and a professional work environment. For consideration, please forward your resume and cover letter with salary requirements to sjones@kolsbygordon.com.

Kolsby Gordon Robin & Shore, P.C. is an equal opportunity employer.