

Firm/Company Name:	German Gallagher & P	Website:	www.ggmfirm.com
Job Title:	Paralegal	Work Option:	[i.e.: onsite, hybrid, remote, etc.] Hybrid
Department/Group:	Workers' Comp	Posted By:	Martha J. Keen, CLM, Firm Administrator
Location:	Philadelphia	Travel:	No
Salary Range:	TBD	Position Type:	[i.e.: full-time, part-time, etc.] Full-time
HR Contact:	Martha J. Keen	Date posted:	September 17, 2026

How to Apply: (Fax, Email, Mail, Link, etc.):

Email to keenm@ggmfirm.com

Job Description

Brief Summary: Established workers' compensation defense practice seeking an experienced Paralegal to join our team.

The ideal candidate will have 2+ years of workers' compensation defense experience and be comfortable managing a busy caseload in a fast-paced legal environment.

We offer:

- Competitive salary based on experience
- Benefits package
- Collaborative and supportive work environment
- Opportunity for professional growth

Duties:

- Manage/maintain workers' compensation files from inception through resolution
- Review, organize, and summarize medical records
- Prepare hearing and litigation materials
- Draft routine correspondence and legal documents
- Coordinate IMEs, depositions, and hearings
- Communicate with clients, carriers, medical providers, and opposing counsel
- Maintain calendars and litigation deadlines

Skills/qualifications:

- 2+ years of workers' compensation paralegal experience preferred
- Strong organizational and case management skills
- Ability to review and summarize medical records efficiently
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office and legal case management systems
- Ability to work independently and prioritize multiple deadlines