



## INSURANCE DEFENSE PARALEGAL

### JOB DESCRIPTION

Our client located in Coral gables is looking for dynamic Insurance defense paralegal. This individual will come with strong communication skills, quick learning curve and ability to multi-tasking in a face paced environment. Responsibilities include but are not limited to:

- Communicating effectively with clients, outside counsel, and medical providers.
- Proficiency in MS Office, Outlook, Excel, PowerPoint, and Dropbox.
- Experience with e-filing & e-service in both State and Federal Court.
- Drafting emails, correspondence, and basic legal documents.
- Strong communication skills; bilingual in English and Spanish is a plus, but not required.

#### Benefits:

- 401(k)
- Free parking
- Health insurance
- Life insurance
- Paid time off

#### Schedule:

- Monday - Friday: 8:00 - 5:00 PM

**Pay: \$60,000 - \$75,000**  
**Based on experience**

### READY TO APPLY:

Get in touch with us at  
[info@ready2hirenow.com](mailto:info@ready2hirenow.com)

