

Commercial Litigation Legal Assistant – Miami Office Full-Time / Onsite

Stearns Weaver Miller, a full-service commercial law firm with five offices across Florida, is currently seeking a Commercial Litigation Legal Assistant with 5+ years of experience for our Miami office. The ideal candidate will have strong litigation support skills and a proactive, team-oriented approach to their work. Learn more about us at stearnsweaver.com.

Responsibilities

- Create, format, edit, and proofread legal documents, correspondence, Excel spreadsheets, and PowerPoint presentations.
- Prepare shells for attorneys in the preparation for motions, discovery and trial documents
- File documents in state and federal courts (e-filing experience required)
- Proofread legal briefs, including cite-checking and preparing Table of Contents and Table of Authorities
- Organize trial and hearing materials including notebooks, exhibits, and indexes.
- Performs a variety of administrative functions such as, conflict checks, opening new matters, closing matters, preparing engagement letters, creating and filing expense reports, entering attorney time, preparing travel arrangements, and assist with business development and firm projects
- Organize, updates and maintain paper and electronic client files
- Prepare and maintain pleading indexes within the document management system
- Maintains attorney(s) calendars and emails through Outlook (i.e., scheduling appointments, calendaring); maintain calendar for trial and discovery deadlines
- Coordinate meetings, conference calls, and Zoom appointments.

Qualifications

- Minimum of 5 years' experience
- Willing to work onsite
- Proficiency in **state and federal court procedures**, including e-filing.
- Strong proofreading, redlining, and document formatting skills
- Excellent organizational and communication skills
- Advanced proficiency in Microsoft Office Suite (particularly Outlook, Word, and Excel)
- Experience with Document Management Systems (e.g., iManage)
- Ability to meet tight deadlines and manage changing priorities
- Reliable, punctual, and self-motivated with a strong work ethic
- Must be a team player, willing to support other firm members
- Flexibility to work overtime

To apply, please email your resume to legalrecruiting@stearnsweaver.com indicating the title and office of the position in the subject.

Stearns Weaver Miller is an equal opportunity employer and does not discriminate on the basis of an applicant's or employee's race, color, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, veteran status, marital status, citizenship, ancestry, pregnancy, familial status, actual or perceived status as a victim of domestic violence, dating violence or stalking, or any other legally protected status entitled to protection under federal, state, or local anti-discrimination laws.