

STEARNS WEAVER MILLER

Corporate Legal Assistant – Miami, Florida Full-Time / Onsite

Stearns Weaver Miller a full-service commercial law firm with five offices across Florida is seeking a Corporate Legal Assistant with strong administrative, organizational, and technical skills to support multiple attorneys in a fast-paced corporate practice. Learn more about us at stearnsweaver.com.

Key Responsibilities:

- Provide high-level administrative and legal support to corporate attorneys.
- Prepare, edit, and format legal documents, agreements, and correspondence with a high degree of accuracy and attention to detail.
- Maintain and organize electronic and paper files using a document management system.
- Create and manage documents in Microsoft Word and Adobe Acrobat; track versions and redlines efficiently.
- Manage busy attorney calendars, coordinate meetings, and schedule Zoom and conference calls and appointments.
- Maintain attorney contacts, track deadlines, and assist with matter management.
- Ensure accuracy and consistency in document formatting, version control, and finalization.
- Perform general administrative tasks such as processing new client/matter reports, preparing engagement letters, travel arrangements, expense reports, time entry, and file maintenance.

Qualifications:

- 3–5+ years of legal assistant experience (corporate law experience strongly preferred).
- Advanced proficiency in Microsoft Word and experience with Adobe Acrobat.
- Familiarity with document management systems (e.g., iManage, NetDocuments, or similar).
- Excellent organization skills and keen attention to detail.
- Ability to manage multiple priorities and meet deadlines.
- Strong written and verbal communication skills.
- Professional demeanor and strong work ethic.
- Ability to work independently and as part of a team.

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.