

STEARNS WEAVER MILLER



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.

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.