

**LAW OFFICE OF
CALVO JACOB & PANGELINAN LLP**

LEGAL ASSISTANT OPENING

A job opening for a recent college graduate who is interested in working as a Legal Assistant. This is a great opportunity for candidates looking to grow their experience in the legal field.

Job Duties: Legal Research; edit, finalize and manage legal documents; assist attorneys in the preparation of legal filings and hearings.

Qualifications: Education: 4 year college degree preferred; previous legal experience is highly desirable: Must have high level of Microsoft Office proficiency.

Requirements: Must be open to working overtime as needed; possess excellent written and oral communication; works well under pressure.

If you are qualified, interested and available, please send your resume to info@calvofisher.com, Attn: Priscilla Santos

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