The Harbor Law Group in Northborough is seeking a candidate to join our growing legal team. You will have the opportunity to work on a wide range of legal matters, contributing to our firm's ongoing success and growth.

<https://www.harborlaw.com>

Duties:

- Conduct legal research and analysis to support attorneys in case preparation

- Assist with drafting and reviewing legal documents

- Maintain and organize case files and documents

- Provide general administrative support to the legal team

Skills required:

- Excellent writing skills

- Strong organizational skills and attention to detail

- Excellent communication and interpersonal skills

- Ability to work both independently and as part of a team

- Proficiency in legal research

- Trademark and copyright law experience is a plus

- Previous experience as a paralegal in a law firm setting or a paralegal certificate.

Salary based upon experience.

25 - 30 hours, flexible schedule. The position is the office but some remote work possible.

Applicants, please send a resume and writing sample to casey@harborlaw.com