



# Job Description

## PARALEGAL

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Lexpertise, a leading law firm, is seeking a highly motivated and talented Paralegal to join our team. The Paralegal will work closely with our experienced attorneys to provide support in a variety of practice areas, including commercial law, intellectual property law, technology law, energy law, dispute resolution and arbitration, ESG matters, and data privacy.

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### Responsibilities

- Conduct legal research and analysis on a variety of complex legal issues
- Assist in drafting and filing legal pleadings, motions, and other legal documents
- Assist in preparing for and attending court proceedings, mediations, and arbitrations
- Communicate with clients and other parties to gather information and documents
- Organize and maintain client files and case materials
- Keep up-to-date with developments in the law and industry trends

### Qualifications

- Associates degree or certificate in paralegal studies or equivalent work experience
- Strong analytical, research, and writing skills
- Excellent interpersonal and communication skills
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Commitment to delivering high-quality legal services to clients