



Founded in 1981 with a friendly handshake over a kitchen table, Greenspoon Marder is a unique, full-service business law firm, handling the most complex cases while remaining focused on providing each client personal attention. By carefully selecting business-minded attorneys with exceptional knowledge, talent and integrity, we accomplished that goal; and, as a team, we deliver comprehensive legal services that meet the highest standards of the legal profession. Today, Greenspoon Marder is a robust, diverse and inclusive firm with nearly 140 attorneys practicing in more than 50 areas of law and more than 400 support staff in 11 offices throughout Florida, and growing. We enjoy a solid reputation, rated “AV Preeminent” by the prestigious Martindale Hubbell Law Directory; “Best Law Firm” by U.S. News & World Report; and “A+” by the Better Business Bureau. We are named among Florida's Super Lawyers and Florida Trend’s Legal Elite, to name just a few from a long list of awards and accreditations.

Greenspoon Marder is currently hiring for an experienced **Bankruptcy Legal Assistant**. This individual will have a minimum of one year of experience within bankruptcy and foreclosure.

Essential Job Responsibilities include, but are not limited to:

- Preparing documents for filings;
- Document execution and creation from third party services;
- Scheduling hearings and mediations;
- Daily communication with clients in a professional manner;
- Assist attorney in all aspects and areas of a statewide practice as needed.

Requirements

- Experience drafting and filing: Proof of Claims, Motions for Stay Relief, and Responses to Motions to Value;
- Ability to communicate professionally, both verbally and in writing;
- Education: Minimum- high school diploma or equivalent;
- Minimum 1 year of LPS, PACER, Venderscape, Lenstar experience required;
- Knowledge of Chapter 11 bankruptcy – creditor;
- Perfect practice experience preferred;
- Microsoft Word and Outlook proficient;
- Capable to work in a team environment;
- Detail-oriented, high stress and highly productive.

Our benefits package includes health insurance, 401(k) retirement savings program, a generous time off plan including holidays and vacation time.