



Legal Assistant/Paralegal

This position is available at our BackOffice Associates, LLC Harwich, MA office.

BackOffice Associates, LLC is a leading provider of business process oriented web-applications (Web Apps). Our unique technology allows an open architecture platform for delivering web-services that offer instant value opportunities to content driven processes.

The Legal Assistant/Paralegal will assist the Paralegal with the workload of the Legal Department by working on legal projects, such as legal research, intellectual property, corporate governance, human resource issues, litigation, document drafting and special projects.

Qualifications:

- 3+ years of experience as a Legal Assistant, Paralegal or Contracts Administrator in a reputable law firm or in house legal department.
- Paralegal certificate
- High proficiency in Microsoft Office products, especially Word, Excel and Powerpoint.
- Ability to work with minimal supervision and to deal effectively with all levels of coworkers.
- Exceptional organizational skills.
- Excellent oral and written communication skills.
- Basic good judgment and discretion.
- Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of educational experience.

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Please submit your resume, desired starting salary, and cover letter via email to careers@boaweb.com

BackOffice Associates, LLC is an Equal Opportunity Employer.