



STEIN SPERLING

Opportunities

Administrative Assistant - Data entry

Posted 01/02/19

Employment: Full Time

Department: Administration Injury Law

We have an immediate opening for an entry level full-time Administrative Assistant to handle data entry and a variety of other office tasks in our personal injury department. Hours are Monday through Friday from 9 a.m. – 6 p.m. Qualified applicants must be able to type minimum of 45 wpm, be detail-oriented and can multi-task. Knowledge of Personal Injury claims, or Needles/case management software would be a PLUS. Great opportunity for the right applicant to get their foot in the door with a reputable and growing Firm. For more information about Stein Sperling, and to submit your resume, send email attachment to us at: recruiting@steinsperling.com and please include salary expectations.
