



AVERY LUPIA
Director of Human Resources
& Diversity, Equity, Inclusion
and Belonging

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Please Reply to Bridgeport
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Job Posting: Legal Assistant

Cohen and Wolf, P.C. is hiring a legal assistant in its Westport office to provide administrative support for attorneys and contribute to the overall functioning of the office.

We are seeking detail-oriented candidates who possess strong communication and organizational skills. Additionally, candidates should be able to work well independently and as part of a team, manage multiple assignments, and learn on the job. Experience in a legal setting is preferred.

Cohen and Wolf offers a professional, friendly, and balanced work environment with competitive pay and benefits. Benefits currently include:

- Health insurance coverage for employees and their eligible dependents
- Vision and dental insurance coverage for employees and their eligible dependents
- Life insurance
- Long-term disability insurance
- 401(k) with employer contribution
- Dependent care FSA
- Paid time off
- Paid FMLA leave
- Employee Assistance Program resources
- Free parking

Cohen and Wolf is committed to its employees, clients, and the communities we serve, and to nurturing a healthy workplace based on our values of diversity, equity, inclusion, belonging, and wellness. We invest in the success of our employees through training, mentorship, and support.

For more information about the firm's commitment to providing equal employment opportunities and promoting well-being within the legal profession, and the firm's diversity, equity, and inclusion goals and initiatives, please visit: <https://www.cohenandwolf.com/careers>. Cohen and Wolf provides equal employment opportunities to all employees and applicants.

If you are an honest, driven, dependable, and cooperative individual seeking a rewarding position at an exceptional firm, we'd love to hear from you. Please send your resume to Avery Lupia, Director

1115 Broad Street
PO Box 1821
Bridgeport, CT 06601-1821
Tel: (203) 368-0211

158 Deer Hill Avenue
Danbury, CT 06810
Tel: (203) 792-2771

320 Post Road West
Westport, CT 06880
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of Human Resources & Diversity, Equity, Inclusion, and Belonging, at alupia@cohenandwolf.com

Job Type: Full-time, onsite