



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

Posted January 8, 2026

Please Reply to Bridgeport
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Job Posting: Transactional Practice Group Legal Assistant

Cohen and Wolf, P.C. is hiring an experienced legal assistant to provide support in its Transactional Practice Group. This position is based out of Cohen and Wolf's Bridgeport office and may require travel to Cohen and Wolf's other locations in Connecticut.

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 transactional law and/or 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.

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

320 Post Road West
Westport, CT 06880
Tel: (203) 222-1034



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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 of Human Resources & Diversity, Equity, Inclusion, and Belonging, at alupia@cohenandwolf.com

Job Type: Full-time, onsite