COHEN and WOLF P.C. ATTORNEYS AT LAW

AVERY LUPIA
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Job Posting: Trusts & Estates Legal Assistant/Paralegal

Cohen and Wolf, P.C. is hiring an experienced legal assistant/paralegal to join its Trusts & Estates Practice Group. This position will initially be based out of Cohen and Wolf's Trumbull office with the likelihood of transfer to Cohen and Wolf's Bridgeport office within a year.

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. Prior experience with estate administration and Medicaid applications 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
- 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

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

Wage range: $45,000-$75,000; Base salary offers are based on various factors unique to each candidate, including but not limited to: skill set, experience, qualifications, and role within the Firm.

Job Type: Full-time, onsite