

Bilingual Legal Secretary – Full time/Direct hire position in Washington, DC

One of Washington, DC's leading law firms is currently seeking a *Bilingual (English/Spanish) Legal Secretary* to join their team. The firm has been consistently ranked amongst the nation's top 20 law firms and brings together lawyers from some of the best universities across the world.

With over 25 distinct areas of legal practice and a deep knowledge of international law and culture, the firm serves several clients across the US and Europe.

The Bilingual Legal Secretary will join a team of esteemed lawyers in the Washington, DC Office. The ideal candidate will work effectively in a team environment and be responsible for:

- Typing letters, briefs, memos and various types of documents in Spanish and English
- Coordinating/handling client billing
- Coordinating local and international travel arrangements
- Scheduling and organizing meetings and appointments
- Screening and answering telephones for the attorneys and legal assistants in Spanish and English
- Maintaining an awareness of attorneys' caseloads and statuses
- Establishing and maintaining attorneys' files and working with Excel and PowerPoint for a variety of assignments
- Performing other duties as assigned

QUALIFICATIONS:

- Ability to speak read and write Spanish fluently (candidates will be tested for their language skills)
- **MUST HAVE** minimum of two (2) years of prior legal secretarial experience.
- A minimum of 60+ wpm typing.
- Prior litigation experience.
- Excellent communication skills.
- Proficiency in MSWord and working knowledge of Excel and PowerPoint.
- Ability to handle a variety of tasks simultaneously.
- Ability to act as liaison between attorney and clients.
- Flexibility to work additional hours, as necessary.

If you are interested and qualified please send the most updated version of your resume, in Word format, to jsheth@transperfect.com. **Include “Bilingual Legal Secretary” as the subject line in your email.**

Kindly send a copy of your cover letter in SPANISH and English