



Legal Assistant - Bilingual

Hawks Quindel – Madison

Join our dynamic team where your attention to detail, strong ability to communicate in English and Spanish and reliability will make a meaningful difference in the lives of our clients! Apply now to be a part of a thriving legal practice that values your diverse interests and talents.

We are a small law firm with a great team culture. Located in downtown Madison, we fight for the legal rights of workers! As Bilingual Legal Assistant, you will work closely with our attorneys, clients and paralegals to provide essential administrative and legal support.

Key Responsibilities:

- **Spanish/English Communication:** Use your strong written and verbal skills in both Spanish and English to communicate with our clients and our legal team.
- **Team Collaboration:** Work closely with your colleagues to ensure seamless communication and the smooth progression of cases.
- **Data Entry:** Accurately record client information, review files and update case details into our database system, maintaining the highest level of data integrity.
- **Review and Organize:** Incoming correspondence and reports, saving to client files and updating records all with accuracy and care when handling sensitive information.
- **Experience with Administrative Tasks:** Answering calls, calling Doctor's offices and government agencies, handling emails and scheduling appointments.

Qualifications:

- Bilingual required to work with a large number of Spanish speaking clients.
- Previous experience in a multitasking-oriented role is highly desirable.
- Strong teamwork and interpersonal skills with a focus on collaboration and communication.
- Detail-oriented and organized, with a commitment to maintaining accurate records.
- Proficient in using office software and databases.
- A high degree of professionalism, integrity, and confidentiality.
- No legal experience required. Bachelor's degree preferred, but not required.

Benefits:

- Competitive salary depending on experience
- Commuter reimbursement
- Option for 37 hour work week, 2pm on Fridays
- Health Insurance – 100% employer paid premium
- 401(k) – when eligible
- Long & Short-Term Disability Insurance & Life Insurance
- Paid Time Off - 18 days annually
- Holidays – 10.5 per year paid

Apply at <https://www.hq-law.com/about/careers/job-application/>

Please include a current resume and cover letter.