

## Legal Assistant/Legal Paraprofessional

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Company: HRSI

Location: Karachi

Category: other-general

**Position Overview:** We are seeking a highly skilled and experienced Legal Assistant or Legal Paraprofessional to join our team remotely. The ideal candidate will have 5-10 years of experience in the insurance industry and possess strong organizational, research, and communication skills. This position offers the opportunity to support our legal team in various aspects of insurance-related legal matters from a remote location.

### **Key Responsibilities:**

Assist attorneys with case management and litigation support in insurance-related matters.

Conduct legal research and analysis on insurance laws, regulations, and case precedents.

Draft and review legal documents, including pleadings, motions, discovery requests, and settlement agreements.

Coordinate with internal departments and external parties, including clients, opposing counsel, and insurance adjusters.

Maintain and organize case files, including electronic filing systems and document management.

Prepare and respond to discovery requests, subpoenas, and other legal documents.

Assist in trial preparation, including witness coordination and exhibit preparation.

Provide administrative support to attorneys, including calendar management, scheduling, and correspondence.

**Qualifications:**

Bachelor's degree in Legal Studies, Paralegal Studies, or related field.

Minimum of 5-10 years of experience as a Legal Assistant or Legal Paraprofessional in the insurance industry.

Strong understanding of insurance law, regulations, and procedures.

Proficiency in legal research tools and databases.

Excellent written and verbal communication skills.

Ability to work independently and manage multiple tasks and deadlines.

Detail-oriented with a high level of accuracy and organization.

Proficiency in Microsoft Office Suite and legal software applications.

**Preferred Qualifications:**

Paralegal certification or equivalent qualification.

Experience working remotely or in a virtual team environment.

Knowledge of litigation and trial procedures.

Familiarity with electronic discovery (e-discovery) tools and processes.

Ability to adapt to changing priorities and work effectively under pressure.

**Join Our Team** If you are an experienced legal professional with a background in the insurance industry and are looking for a remote opportunity to contribute to a dynamic legal team, we encourage you to apply for the Legal Assistant/Legal Paraprofessional position. This role offers the flexibility of remote work along with the opportunity to work on challenging and impactful legal matters

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