**Spanish-Speaking Legal Assistant**

The law office of Renfro & Renfro is seeking a full-time Spanish-Speaking Legal Assistant to join its team. Renfro & Renfro is a growing Workers' Compensation and Personal Injury law firm located in North Chesterfield.

The successful candidate for this position will:

* Answer phones;
* Communicate with both English and Spanish-speaking clients;
* Provide written and verbal Spanish to English and English to Spanish translation to clients and Renfro & Renfro staff;
* Schedule appointments;
* File, scan, photocopy, and fax company records;
* Create physical and electronic case files;
* Draft letters and correspondence;
* Request medical records and bills from medical offices;
* Pay invoices;
* Communicate with vendors; and
* Assist attorneys and paralegals with other tasks as needed.

Required Qualifications:

* Bilingual English and Spanish;
* High school diploma or general education degree (GED); and
* At least 1 year of experience working as a receptionist or in a customer service-related field (experience in a law firm preferred, but not required).

About the Company:

Renfro & Renfro is a boutique personal injury and workers’ compensation law firm located in North Chesterfield. Our firm was founded in 2017. We strive to put relationships first, have effective communication with clients, work collaboratively, and be proactive and accountable.

Job Type: Full-time

Benefits: health insurance, paid time off, employer sponsored IRA

Salary range: commensurate with experience (minimum $30,000.00 per year)