

Legal Assistant/ Filing Clerk Job Description

About Kundra & Associates

Kundra & Associates is a small boutique law firm located in Rockville, MD with satellite offices in Washington, DC and Mumbai, India. We are looking for a Legal Assistant/Filing Clerk with an interest in law. Our ideal candidate has a solid work ethic, is committed to the position, takes pride in their work, is highly organized, an active listener and a great communicator.

Qualifications:

Experience

- A proven history of meeting all filing deadlines
- Proficient in MS Word, Outlook, and Excel is essential
- Knowledge of SharePoint
- Ability to be flexible, handle pressure and adapt to changing work priorities, workflow, and work assignments.

Other/Communication

- Excellent communication and organization skills
- Impeccable filing and organization skills

Salary is commensurate with experience.

Please indicate interest by sending your resume, cover letter, transcripts, letters of reference or a list of references, and salary requirements to support2@kundra-tax.com