

Paralegal and Administrative

Project Assistant

Lexington Office

Candidates should have 2+ years of experience in litigation. Experience with medical terminology and practice would also be a plus. This position requires a high school diploma or equivalent. Some college or paralegal education is preferred. Candidates should have strong verbal and communication skills; proficient computer skills using MS Office applications; flexibility to work overtime as needed; good organizational skills; ability to work well under deadlines; and excellent interpersonal skills. The person in this position will provide litigation support; perform general file intake work, maintain and update files, coordinate docketing/schedules, and organize various records and data.

Frost Brown Todd LLC is an equal opportunity employer

To apply for a **paralegal or administrative** positions, please submit your resume to: