

Paralegal

A Charleston-based general litigation law firm seeks a skilled and detail-oriented Paralegal to join its team. The ideal candidate has experience in general litigation, family law, and financial matters. This person is organized, proactive, and comfortable managing assignments and projects for multiple attorneys in a fast-paced environment.

Key Responsibilities

- Draft, review, and file legal documents, pleadings, discovery requests/responses, and general correspondence.
- Manage case files and maintain accurate, organized records, both physical and electronic.
- Coordinate deadlines, court filings, and calendars; track statutes of limitations and key case milestones.
- Support attorneys with scheduling, cataloging, and document management.
- Assist with trial and hearing preparation.
- Conduct research.
- Communicate with clients, courts, opposing counsel, and vendors by phone, email, and in-person meetings.

Qualifications

- 3-5 years of experience as a paralegal in a law firm or legal department.
- Paralegal certificate or associate's/bachelor's degree in paralegal studies preferred.
- Strong knowledge of legal procedures, court rules, and filing requirements in South Carolina.
- Proficiency with Microsoft Office and legal management systems.
- Ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Professional demeanor and client-focused mindset.

Benefits

This is a full-time, exempt position. Salary is commensurate with experience. The benefits package includes health, vision, and dental insurance, 401(k) 3% match, discretionary bonuses, and flexible leave.

How to Apply

To apply, please send a current resume to megan@mpsolutions.consulting, with "Paralegal" in the subject line. Applications will be accepted on a rolling basis until the position is filled.