2998 5603 Paralegal (m/f/d) full-time ARWA Personaldienstleistungen GmbH is a leading personnel service provider with a nationwide branch network.  
  
On behalf of our customer, we are looking for motivated and committed employees as paralegals (m/f/d) in Kaiserslautern as soon as possible.  
  
Professional field: office / administration  
  
Job offer type: Temporary employment  
  
Her working hours are full-time, part-time - mornings.  
  
Your activities as a paralegal (m/f/d) are:  
- Review of incoming mail, checking deadlines and recording them  
- Completion, updating and filing of mandate and process files  
- Creation and verification of invoices  
- Appointment coordination, organization of internal and external meetings  
- Assistance to lawyers  
  
ARWA Personaldienstleistungen GmbH offers its employees a wide range of benefits such as:  
- Long-term use in the customer company  
- Access to long-term assignments at regional companies close to where you live  
- Payments on account  
- A friendly and personable team as contact persons on site  
  
Everyone has personal strengths. Are these yours too?  
- Resilience  
- communication skills  
- organizational skills  
- Independent working  
  
What are the requirements to get started at ARWA Personaldienstleistungen GmbH?  
- Electronic legal transactions  
- Contract design, contract drafting  
- Manage files and documents  
- Advocacy  
- Driving license class B (cars/minibuses) (desirable)  
  
Your professional experience as a paralegal (m/f/d), lawyer (m/f/d), legal assistant in office (m/f/d), legal specialist (m/f/d), notary clerk (m/f/d) or as Employees in the legal department (m/f/d) distinguish you?  
Then apply online now for this job offer.  
  
We can offer you an exciting job with a collective wage agreement, good career prospects and long-term employment options.  
  
With your application, you agree to ARWA's data protection guidelines (can be found on our homepage under “Privacy Policy”). paralegal ARWA Personaldienstleistungen GmbH supports companies from almost all areas and industries with individual solutions in temporary employment, in on-site and in-house management, in outsourcing projects and in personnel placement in the search for qualified employees  
  
Career starters with and without training, experienced specialists or returnees will find attractive and collectively agreed jobs with good career prospects in the industrial, commercial, medical and educational sectors. 2023-03-07 15:56:41.888000