

# MACCHI & MACCHI, LLC

## Open Position: Paralegal Assistant

Position Description: Experienced, exacting, and congenial paralegal sought for a minimum of 31 hours per week in our friendly boutique law firm. This position works on site with both the Managing Partner and the Senior Counsel researching, organizing, and preparing various legal documents. The ideal candidate will possess strong paralegal skills and experience, and will also enjoy the camaraderie, consistent client contact, growth opportunities, and meaningful work offered by a well-established and expanding boutique firm.

Desired Experience: The ideal candidate will be experienced in paralegal work in roles supporting a Partner in Charge, Managing Partner, or similar positions. Specifically, the candidate should be experienced in traditional paralegal duties such as researching legal real estate matters on town/county/state websites, drafting all manner of legal documents, tracking the progress of ongoing matters, and preparing for and following up on client meetings.

Desired Skills: Since this position requires a great deal of direct client contact, the candidate should possess a professional and friendly demeanor; exceptional written and verbal skills; excellent organization and prioritization skills; accuracy with and fastidious attention to detail; and the ability to manage multiple concurrent projects. A high level of proficiency with Microsoft Office Suite required; experience with a legal document management software platform preferred.

Firm Description: Macchi & Macchi, LLC is a well-established boutique firm that specializes in Zoning/Permitting, Land Use, and Commercial Real Estate as well as Trust & Estates and Probate. Our clients include several Fortune 100 companies as well as local businesses, organizations, and individuals. We are the oldest law firm in Norfolk County, and we take seriously our role in the ongoing growth and development of the community.

Professional and Amicable Workplace: The office itself is a spacious, well-maintained, stand-alone building, and we maintain excellent software systems, communications infrastructure, IT equipment, and technical support. We consciously cultivate a professional, inclusive, and friendly atmosphere in which everyone's skillful contributions and our mutual support directly contribute to excellent work and client success. Our culture is one of quiet professionals; we are unwaveringly honest, intellectually curious, unpretentious, and straightforward, with a record of exceptional performance.

Hours and Compensation: This position requires a consistent, physical presence in our Norwood office. It is a non-exempt position that includes paid holidays and vacation time, which increase annually based on tenure. Compensation commensurate with experience.

Interested candidates should contact the firm via e-mail at: [recruiting@macchi-law.com](mailto:recruiting@macchi-law.com), and should include a cover letter, current resume, and recent writing sample.