

DOCUMENT MANAGER

Document Manager. Team, Talent, Truth, Tenacity, Triumph. These are our values.

To watch employee testimonial videos, and Bert's tour of our office, go to www.HurtCallBert.com/jobs. For Glassdoor reviews, go to: <https://www.glassdoor.com/Reviews/Parnall-Law-Firm-Reviews-E2060161.htm>.

Please read below concerning how to apply.

We are a growing plaintiffs personal injury law firm. Candidate must be enthusiastic, confident, a great team player, a self-starter, and able to multi-task in a fast-paced environment.

Mission: Put everything (digital and physical) in its proper place, promptly, following every step of the procedure.

Duties include: Support 8 paralegals. Ensure that all physical and digital documents are in their proper place in the case file, and are easily accessible at all times. Follow procedures to put every document in its proper place. Open new cases, input all information. Call adjusters to establish claims. Locate police reports and other evidence and information. Data entry.

Keys to success in this position: Organization, decision making, being proactive, ability to work on multiple projects, ability to listen and ask questions, intrinsic desire to achieve, no procrastination, desire to help team and client, willing and glad to help wherever needed, offering assistance beyond basic role, focus, motivation, and taking ownership of role. You must feel fulfilled by the importance of your role in managing and filing documents and data. Obviously, work ethic, character, and good communication are vital in a law firm.

Barriers to success: Lack of drive and confidence, inability to ask questions, lack of fulfillment in role, procrastination, not being focused, too much socializing, taking shortcuts, excuses. Being easily overwhelmed by information, data and documents.

If you want to be a part of a growing company with an inspired vision, a unique workplace environment and opportunities for professional growth and competitive compensation, **you MUST apply online at www.HurtCallBert.com/jobs. Emailed applications will not be considered.**