

SEEKING QUALIFIED CANDIDATES FOR THE FULL TIME POSITION OF:

LEGAL SECRETARY (TAMUNING)

Minimum requirements: High school diploma, Valid Guam driver's license, Ability to multi-task and prioritize work, Strong verbal and written communication skills, Proficiency in Windows operating system and Microsoft Office Word, Basic knowledge in Microsoft Excel, General office/administrative support experience preferred Benefits: medical/dental insurance; 401k option. Submit resumes to swavely@guamlawoffice.com