



## D'Amico Law, PC

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Small law office in Kennett Square is seeking a Full Time Administrative Assistant. 4+ years of experience in legal office preferred. Successful candidate must be personable with strong organizational skills. Primary Duties to include client reception, answering telephones, scheduling clients and court calendar, e-filing, preparing documents for clients and court filing, maintaining electronic and hard copy files, routine correspondence and ordering office supplies. Pleasant work environment. Salary negotiable. No insurance offered. Please submit your resume to [info@damicolawpc.com](mailto:info@damicolawpc.com). When submitting your resume, please include salary requirements.