

## Paralegal- Mineola -New York

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Company: Park Lane Recruitment

Location: United Kingdom

Category: legal

## Paralegal -Personal Injury, Plaintiff side

**-Mineola**

**-New York**

### Job Description:

Support attorneys through the claims process and beyond.

Assist with initial client consultations, policy review, assessment, review, and analysis of supporting physician documentation, gathering of medical records, preparation of initial claim submissions, and continued proof of loss.

Excellent communication and writing skills, and be very organized and self-directed.

Must be process-driven and comfortable communicating and interacting with high-level professionals. Comfort with medical and financial information is a plus.

Experience with: No-Faults, medical requests, and drafting of pleadings.

Past working history at a Personal Injury Law Firm on the plaintiff's side is a huge plus.

### Qualifications

Personal Injury experience on the plaintiff side a must.

Bi-Lingual is a plus.

Strong organizational, communication, multi-tasking, and computer skills are required.

Process-driven and comfortable communicating and interacting with high-level professionals.

Comfort with medical and financial information is a plus.

Ability to work in an office in a full-time capacity.

### Why is This a Great Opportunity

Our client is a prominent Long Island Personal Injury Law Firm. They specialize in representing clients in Personal Injury, Medical Malpractice, Worker's Compensation, Mass Tort, and more.

The position is full-time in the office.

They are seeking a Paralegal to join their team of top-rated attorneys.

Our client needs to hire quickly as they are growing.

**Salary:**\$55-\$75K

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