



PARALEGAL / PROJECT MANAGER

JOB DESCRIPTION

BACKGROUND

ARCCA, Inc. is a nationally recognized forensic engineering consulting and professional services firm seeking a Paralegal / Project Manager for the Philadelphia (Penns Park) Engineering team.

ROLES & RESPONSIBILITIES

This individual would be responsible for managing cases and acting as an intermediary between the Engineer and the client. The Paralegal / Project Manager will manage all activities that occur from the time a case comes in to the time it closes, which may include taking sign-up calls for new cases, scoping a job and creating an estimate, managing file material, setting deadlines, performing quality assurance checks, and ensuring the project is satisfactorily completed. The Paralegal / Project Manager will regularly interact with law firms, insurance agencies, TPAs and other clients.

REQUIREMENTS

- Bachelor's degree required;
- Paralegal Certification/legal services experience strongly preferred.
- 1-2 years' experience in a similar role within the professional services or insurance industry required.
- Must be highly organized, have excellent time management skills, and the ability to prioritize tasks.
- Must be able to work well as part of a team and handle confidential information with discretion.
- This individual should have excellent communication skills, and be proficient in Microsoft Outlook.

HOW TO APPLY

Please submit your resume and cover letter to Christie Voelker, Human Resources Director, at jobs@arcca.com.

ARCCA is proud to be an Equal Opportunity Employer