



## **PARALEGAL / PROJECT MANAGER (BIOMECHANICS TEAM)**

At ARCCA, our most valuable assets are our people. We provide an intellectually challenging environment where teamwork and collaboration prevail. We are always looking for talented, entrepreneurial people to join our team. ARCCA encourages staff members to grow professionally and rewards them with competitive salaries and bonus opportunities. We are searching for qualified Paralegal / Project Managers in the Greater Philadelphia area to work at our Penns Park, PA office within our Biomechanics team.

### **ROLES & RESPONSIBILITIES**

- This individual would be responsible for managing cases and acting as an intermediary between the Engineer and the client;
- The Project Manager will manage all activities that occur from the time a case comes in to the time it closes, including but not limited to:
  - taking sign-up calls for new cases,
  - scoping a job and creating an estimate,
  - managing file material,
  - setting deadlines,
  - scheduling / coordinating depositions and trials for the engineers (expert witnesses),
  - and performing quality assurance checks 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.

### **BENEFITS**

- 401(k) Retirement Plan, 529 College Savings Plan, Continuing Education Assistance, Medical Insurance, Company Paid Dental Insurance for Employee, Company Paid Life Insurance, Vision Plan, Medical and Dependent Care Flexible Spending Accounts, flexible schedule, and more.

**HOW TO APPLY**

Please submit your resume to Christie Voelker, Human Resources Director, at [jobs@arcca.com](mailto:jobs@arcca.com).

Visit our website at: <https://arcca.com/>.

ARCCA is proud to be an Equal Opportunity Employer