



<https://phoenixvirtualstaff.com.ph/job/legal-assistant/>

Legal Assistant

Description

We are seeking a highly organized, detail-oriented, and proactive **Legal Assistant** to provide comprehensive administrative and legal support to attorneys and legal teams in a remote environment. This role is responsible for preparing legal documents, managing case files, coordinating schedules, assisting with legal research, supporting client communications, and ensuring compliance with legal procedures and deadlines.

The ideal candidate possesses excellent organizational skills, strong written communication abilities, and a solid understanding of legal terminology and workflows. The successful candidate must be able to manage multiple priorities while maintaining strict confidentiality and delivering high-quality work in a fast-paced legal environment.

Responsibilities

- Provide administrative support to attorneys, paralegals, and legal teams in a remote environment.
- Draft, proofread, and format legal correspondence, contracts, pleadings, agreements, and other legal documents.
- Organize, maintain, and update electronic case files, client records, and document management systems.
- Manage attorney calendars, schedule meetings, court dates, depositions, and client appointments.
- Monitor deadlines and maintain legal calendars to ensure timely filings and case milestones.
- Conduct basic legal research and gather relevant statutes, regulations, and case law as directed.
- Prepare document packages for filing, review, or client distribution.
- Coordinate with clients, courts, opposing counsel, and third-party vendors through email and phone communications.
- Assist with e-filing of legal documents in accordance with court or jurisdictional requirements.
- Track billable hours, prepare invoices, and assist with time entry and legal billing processes.
- Maintain confidentiality of sensitive legal and client information while complying with applicable privacy and ethical standards.
- Support client intake by collecting information, organizing required documentation, and maintaining accurate records.
- Review documents for accuracy, completeness, grammar, formatting, and consistency before submission.
- Assist in preparing materials for hearings, mediations, arbitrations, trials, and other legal proceedings.
- Generate reports, organize data, and provide administrative support to improve workflow efficiency.
- Perform other administrative and legal support tasks as assigned.

Hiring organization

Phoenix Virtual Solutions

Employment Type

Full-time

Job Location

Remote work possible

Working Hours

Follows the Client Schedule

Date posted

July 21, 2026

Qualifications

- Minimum of 2 years of experience as a Virtual Assistant, with prior experience supporting legal professionals, attorneys, or law firms preferred.
- Familiarity with legal terminology, procedures, documentation, and general legal workflows to effectively support day-to-day legal operations.
- Ability to work independently with minimal supervision, demonstrating strong ownership, accountability, and the ability to manage tasks efficiently.
- Strong organizational and time management skills, with the ability to prioritize multiple tasks and meet deadlines.
- Excellent written and verbal communication skills with strong attention to detail in preparing and reviewing legal documents and correspondence.
- Proficiency in Microsoft Office Suite, Google Workspace, and familiarity with legal case management, document management, or research tools.
- Ability to handle confidential client information with professionalism, discretion, and a strong understanding of legal confidentiality standards.
- Strong problem-solving skills, adaptability, and the ability to anticipate needs in a fast-paced legal environment.
- Reliable internet connection and a dedicated workspace to support full-time remote work during Eastern Time business hours.