

Legal Assistant

Real Estate

Berg Hill Greenleaf Ruscitti LLP, Boulder's largest local law firm, seeks an experienced real estate legal assistant for our Boulder office. The ideal candidate will possess strong organizational skills, sharp attention to detail, and the ability to prioritize workload. Daily responsibilities may include light drafting, preparation of research materials, review of purchase and sale transaction documents, docketing of deadlines, preparation and review of closing documents. Ancillary corporate organizational experience a plus.

We offer a competitive salary and generous benefits package including paid parking and casual dress environment. BHGR is an equal opportunity employer that recognizes and values diversity as part of our firm culture.

Submit resumes to Cathy Thorne, Director of Administration, at cat@bhgrlaw.com. No telephone calls please.