

WE'RE HIRING

BILINGUAL INTAKE / LEGAL ASSISTANT

ENGLISH & SPANISH

Latium Legal Talent connects bilingual legal support professionals with small U.S. law firms. Applicants from across Latin America are encouraged to apply.

 Supporting a U.S. personal injury & civil litigation law firm in Florida



100% REMOTE

Work from anywhere in Latin America.



SCHEDULE

Mon–Fri, 9 a.m.–5 p.m.
Eastern Time
Start: As soon as possible



YOU PROVIDE THE SETUP

Reliable computer, quiet workspace, and reliable internet.



DIRECT HIRE

A U.S. law firm hires and pays you directly. Latium charges you nothing.



FROM USD \$7.50/HR
And up.



WHAT YOU'LL DO

- ✓ Be the main contact for all incoming clients by phone and portal, in English and Spanish
- ✓ Open new client files and handle intake
- ✓ Download docket entries into the client file
- ✓ Request documents and information from clients
- ✓ Schedule hearings, depositions, and consultations
- ✓ Work under a U.S. attorney's supervision (no legal advice)



WHAT WE'RE LOOKING FOR

- ✓ Fluent English and Spanish: speaking, reading, and writing
- ✓ Organized, reliable, and client-focused
- ✓ Legal experience required (1 year)
- ✓ Experience with Microsoft Office (Word and Outlook)

NICE TO HAVE (NOT REQUIRED)



Clio



Zoom Phone



GoHighLevel (GHL)



INTERESTED?

EMAIL US AT:

info@latiumlegal.com



We welcome talented professionals from across Latin America who enjoy helping clients and want to grow in the legal field.

PLEASE INCLUDE IN YOUR EMAIL:

- ✓ Your name
- ✓ Your phone number or email
- ✓ Your country
- ✓ Your CV or LinkedIn link
- ✓ Your expected hourly pay (USD)
- ✓ A 1–2 minute clip introducing yourself in English, recorded on your phone (video preferred; audio is fine)



OPTIONAL: A short English writing sample (an email, letter, or anything you're proud of)

LATIUM | LEGAL TALENT

WE REVIEW EVERY APPLICATION. IF YOU'RE A FIT FOR AN OPEN ROLE, WE'LL CONTACT YOU.

Latium Legal Talent is not a law firm and does not provide legal services. Privacy notice: <https://latiumlegal.com/candidate-privacy-notice/> · Ref. JP-236