

## Bankruptcy Legal Secretary

Brownstein Hyatt Farber Schreck is currently seeking a Legal Secretary to support multiple attorneys in our Bankruptcy practice area. Responsibilities include maintaining all aspects of attorney's practices through effective communication, electronic filing, travel arrangements, document production, phone coverage, records management, time entry and other projects.

We prefer at least 5 years of experience from within a law firm setting as a bankruptcy legal secretary. To qualify, strong organizational skills, the ability to multi-task while maintaining a professional demeanor are necessary assets along with the ability to prioritize effectively. Strong PC skills are a must, specifically in Word.

We offer a competitive salary and benefits package, combined with a great working environment.

Please submit your cover letter and resume to Colleen Wheeler, Staff Recruiting Manager, at [CWheeler@bhfs.com](mailto:CWheeler@bhfs.com)

Brownstein Hyatt Farber Schreck is an equal opportunity employer.