Pill & Pill, PLLC is law firm specializing in real estate law, located in Martinsburg, West Virginia. We are looking to fill two legal assistant/secretary positions: one full-time and one part-time. A qualified applicant should have the following skills and traits:

* Proficient use of Microsoft Word
* Proficient typing skills
* Ability to communicate with clients and others, via email and telephone
* Ability to work in a fast-paced environment
* Willingness to learn new skills
* Strong work ethic
* Good decision making
* Positive attitude and ability to work well with others in an office setting

A college degree is not required for employment. Experience in relevant fields (banking, real estate, legal, etc.) is preferred, but not required, and on-the-job training will be provided.

In addition to pay, the job provides fully-paid health and dental insurance, a pension plan, and other benefits. Interested applicants are encouraged to submit a resumé.