

# RECRUITMENT EVENT

Infinity Talent Solutions

Wednesday, April 17, 2019

10:00 AM - 12:00 PM

Tampa Center

9215 N. Florida Ave. Tampa, FL 33612

Tampa Center Conference Room

Contact Specialist: Neely Fernandez

Email: fernandezn@careersourcetampabay.com

## Job Title

Document Specialist

Legal Assistant, Insurance Defense

Paralegal – Real Estate/Business Law

## Job Order #

10932662

10932651

10932624

## Pay

\$40k - \$45k

\$40k - \$45k

\$40k - \$45k

### Must have the following to apply:

- ▶ High School Diploma or equivalent
- ▶ Verbal and written communication skills
- ▶ Proficient in Microsoft Outlook/Word/Excel
- ▶ Minimum of two years of job related experience
- ▶ Ability to do multiple tasks
- ▶ Ability to work independently
- ▶ Ability to meet deadlines
- ▶ Knowledge of e-file and some experience of litigation preferred for Document Specialist role

**Required Screenings:** Background Checks. Drug Free Workplace.

**Additional Information:** Direct placement. Full time position; Shift and hours will vary. Complete work schedule will be discussed with applicant. Benefits offered

Please apply online and upload a copy of your resume prior to the event at

[www.infinitytalentfl.com](http://www.infinitytalentfl.com)