

DRRT is a multicultural, globally operating law firm with its main office in Miami and further offices in Frankfurt and back office operations in Mumbai. DRRT is one of the leaders in the global investor loss recovery industry (US class actions/opt-outs, and opt-in group actions in the rest of the world). DRRT has a uniquely qualified and experienced team of legal and analytical experts, whose members are constantly researching, preparing and filing multi-party cases in jurisdictions all over the world. DRRT is also constantly evaluating upgrades and quality additions to its workforce, we are currently looking for a **German Speaking Paralegal**.

### Why You Should Join our Team

- Dynamic, and value-oriented company.
- Exceptional benefits program including 100% health insurance, dental, vision, 401(K) plan, short- and long-term disability plans, PTO and generous firm holiday schedule
- Inclusive workplace
- Rewards and recognition for superior performance- bonus payments can make up over 10% of base compensation

### What You'll Do

- Create meeting profiles & record meeting summaries in internal data base
- Save pleadings in document system and maintain pleading overviews for the company's cases
- Maintain and update case expense overviews & litigation fund overviews
- Provide bi-lingual customer service to the company's clients.
- Translation & proofreading of correspondence and documents from German to English and vice versa
- Save legal & corporate documents, case related media articles and client correspondence in the office filing system
- Support team of lawyers with daily tasks such as preparing retention documents such as PoAs, retainers, funding agreements, case memos & case alerts and send out case related Email Blasts
- Act as the liaison among internal departments, clients and other external partners
- Assist with conference planning in Germany
- You will be dealing with the world's largest investors, custodian banks and foreign attorneys in various time zones and with sometimes unknown documentation standards
- Conduct research of facts or local formalities to support legal proceedings
- You will also assist with notarizations and legalization of documents from all over the world for use in litigation in foreign countries
- Investigate corporate structure of clients in order to prepare retention documentation

### What We're Looking For

- Must have excellent verbal and written communication skills in English and in German
- Minimum 5 years of experience is required, with previous proven experience as a paralegal or other legal field
- Must have experience assisting Partners or C-level executives
- Must possess strong organizational and time management skills
- Proficiency in Microsoft Office (Word, Outlook, Excel) is required
- Experience with Pacer and Bloomberg is a plus
- Detail oriented