

Legal Assistant / Legal Secretary (Tamuning)

Compensation: **Negotiable**
Employment type: **full-time**

Full-time legal assistant / legal secretary position available.

Minimum requirements:

Strong verbal and written communication skills
Proficiency in Windows operating system and Microsoft Office Word
General office experience
Valid Guam driver's license
High school diploma

Benefits include medical and dental insurance.

Interested applicants should email a resume to guamlawoffice@gmail.com.