

Executive Assistant Judd Shaw Injury Law

Great Opportunity for Recent Graduates!

Who We Are: Judd Shaw Injury Law (JSIL) is a 5 star personal injury firm based out of Shrewsbury, NJ.

At Judd Shaw Injury Law, we live by 4 Core Values:

1. Be a Knight in Shining Armor
2. Work the WOW
3. Be Chivalrous to Each Other and to our Communities
4. Be Passionate and Committed to Continuous Improvement

Why is it worth working with us?:

At JSIL, our employees are just as important to our firm as our clients are, and we are always coming up with new ways to WOW our team.

We:

- Have Summer 4:30 Fridays (*We work hard, we play hard too*)
- Paid Pet-ternity (*Yup, we give a week to bond with your new pet; even if it's a lizard*)
- Birthday Paid Day Off (*Don't worry, we'll celebrate together the next day*)
- Morning Daily Huddle with Music, Motivation and Positive Morale
- Flexible Scheduling and Remote Capabilities after Training is Completed
- Competitive Salaries, Department Bonuses, End of Year Incentive Trips
- Firm Events (*Holiday Parties, and any other reason to party*)
- Paid Vacation, Wellness & Sick Leave, Maternity/Paternity Leave
- Free flu vaccination
- 401k with Profit-Sharing and Safe Harbor Employer Contribution
- Employee Contributed Healthcare with Vision and Dental Coverage
- Community Outreach Opportunities (*We call this committee the House of Chivalry*)
- Firm Involvement (*Parent's Club, Culture Committee, Team Sports, and much more*)
- Company Provided Logo Shirts & Themed T-shirts (*Which look cooler than they sound*)

We're serious about building the World's Greatest Law Firm Workplace, where your passion is reflected in your work, life and play. Our culture is protected by the knights (our employees) it serves. If you haven't noticed yet, we are unlike any other law firm.

What makes you worth having on our team?

You:

- Are looking for purpose more than a paycheck
- Bring passion to your work (*matching passion and purpose is powerful*)
- Want to make a difference in the lives of our clients
- Want to go above and beyond your responsibilities

- Are eager to improve both personally and professionally
- Own your mistakes and learn from them
- See each task through to the end
- Never give up, you figure it out and you earn your spot on your team
- Are respectful of our culture and are a team player
- Are motivated and have a positive attitude

Primary duties include but are not limited to:

- Calendar Management
- Organize Meetings
- Provide support to an executive as needed
- Assisting the executive with various day to day tasks

The ideal candidate must have:

- Excellent communication skills
- Time management and multitasking skills
- Can stay organized and focused
- Works well under pressure

Want to join us? Email BrandTeam@juddshawinjurylaw.com using the subject line: "Executive Assistant Job Application" and attach a cover letter and resume ... and heck, tell us your favorite candy too - we might just WOW you.