**Paralegal/Executive Assistant**

DeLong’s, Inc. is a steel fabricator that produces steel bridges and miscellaneous bridge components for the transportation industry and structural steel for the building industry. The company, founded in 1944, has approximately 190 employees at its locations in Jefferson City and Sedalia, Missouri. We are seeking applicants for a full time Paralegal/Executive Assistant at our Jefferson City location. All qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

**Requirements:**

* High School Diploma or equivalent is required, an associate degree or paralegal certification is preferred.
* Thorough attention to detail is required.
* Ability to take initiative and ensure duties are completed accurately and timely is required.
* Outstanding verbal and written communication skills, organizational, and critical thinking skills are required.
* Proficiency with Microsoft Office software is required.
* Ability to demonstrate independent thinking, good judgement, and flexibility to work on projects related to all areas of the company is required.
* 1 – 5 years of legal experience, including knowledge of legal contracts, concepts, terminology, and drafting, reviewing and editing legal documents is preferred.

**Duties and Responsibilities:**

* Assist with projects as directed by corporate attorneys, management, and owners of the company.
* Prepare, review, proof, and edit contracts, letters, lien waivers, and other legal documents.
* Participate in continuing education regarding contracts within the industry.
* Maintain legal filings and databases, including purchase order tracking.
* Schedule meetings, coordinate correspondence, and perform other administrative duties.
* Assist with projects, tasks, and administrative duties related to different areas of the company, including legal, accounting, and sales.
* Perform other duties as assigned.

DeLong’s, Inc. offers a competitive salary based on education and experience and a competitive benefits package, including health insurance, paid time off, and a profit sharing and pension plan. We will be accepting applications through May 6, 2019. If you are interested in working for a well-established company, please send your resume, completed application, and salary requirements to:

DeLong’s, Inc.

Attn: Human Resources Department

Human Resources Manager

P.O. Box 479

Jefferson City, MO 65102

or

careers@delongsinc.com

For more information about DeLong’s, Inc., please visit <http://delongsinc.com/>.