

**Bell, Davis and Pitt P.A.**  
**Job Posting: Paralegal - Charlotte, NC**  
**November 2023**

*Join Our Dynamic Legal Team in Charlotte, North Carolina!*

We are a reputable and established law firm with offices in Charlotte and Winston-Salem, specializing in a diverse range of legal areas, and we are currently seeking a talented paralegal to join our litigation team. This is an in-office position, allowing for collaboration and growth within a supportive and professional environment. Our Charlotte office takes a team approach to its cases and its work, with team members – both staff and attorneys – working collaboratively and interchangeably.

**Key Responsibilities:**

- Utilize e-discovery tools and techniques to support electronic document management.
- Draft legal documents and assist attorneys in case preparation.
- Manage case files and maintain accurate records.
- Assist in discovery and trial preparation, including organizing exhibits and preparing witness materials.
- Perform administrative and office management tasks and provide support in various legal and office matters as needed.

**Requirements:**

- A team player.
- Proven experience conducting paralegal work in a legal setting.
- E-discovery experience and proficiency including e-discovery software, tools, procedures, best practices, etc.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication abilities.
- Ability to work both independently and collaboratively within a team.

**Why Join Us:**

You'll have the opportunity to work in a collaborative team setting and a rewarding legal environment. Our firm values professional growth, a supportive team culture, and ongoing learning opportunities. This position offers competitive compensation, benefits, and a chance to further develop your career in the legal field.

If you are team player, possess exceptional organizational skills, and have experience in e-discovery, we'd love to hear from you. Please submit your resume, cover letter, and any additional relevant materials to be considered for our paralegal position in Charlotte, North Carolina.

We welcome applications from all qualified individuals.

Please submit applications to [iwanttowork@belldavispitt.com](mailto:iwanttowork@belldavispitt.com) with the subject line: "Paralegal Position Application - [Your Name]."