

Entry Level Environmental Consultant

My practice is probably 70% consulting and 30% legal. Its 100% environmental and/or energy related. We have struggled to find the right fit to help me with this kind of practice. The position I am seeking to fill is equal parts personal assistant, legal secretary, paralegal and entry level environmental consultant. I need a self starter who can provide paralegal/consultant services -- with lots of client contact -- but who won't be offended by helping with basics like keeping me on task and on schedule (I know, virtually impossible), managing my calendar and helping me stay current on my email and phone messages.

Ideally, this person would be based in Olympia. However, since I'm on the road so much, I think we could make this work with somebody based in Seattle, provided they were okay with commuting to Olympia one day/week and more often as needed for time sensitive projects. It would probably work for this person to work from home some of the time. Excellent communication and organizational skills will be critical to success.

If you have any ideas or suggestions or anybody you would recommend I talk to, I would be very appreciative. Thanks.

Jay J. Manning
jmanning@cascadialaw.com
www.cascadialaw.com

Cascadia Law Group PLLC
606 Columbia Street NW, Suite 212
Olympia, Washington 98501
[\(360\) 786-5078](tel:3607865078)