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Legal Assistant

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Company: Solvo Global

Location: Medellín

Category: legal

Responsibilities to include, but are not limited to: • Navigate and understand the process fast. • Answer all client calls in 24 hours. • Filling docs • Doing follow ups. • Assist the attorneys. • Request medical records. • Remind customers about appointments. • Scheduling events for attorneys in the calendar. • Schedule doctors' events. Skills: • Fast learner. • Client service. • Attention to detail. • Very organized. • Be able to multitask. • Excellent English Level. Experience/background: • Debe tener experiencia en manejo Filevine, debe estar evidenciado en la hoja de vida. • Someone that has experience 6 months to 1 year.

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