



THOMSEN AND BURKE LLP
— ATTORNEYS AT LAW —

Two Hamill Road, Suite 415 • Baltimore, MD 21210 USA

Location: Baltimore, MD

Job Title: Paralegal

Name of Company: Thomsen and Burke LLP

About the Firm:

Established in 1947, THOMSEN AND BURKE LLP is a small firm with its principal office in Baltimore, Maryland. The firm's clients include information technology, aerospace, biotechnology, pharmaceutical, medical equipment, and other technology-related businesses in the United States, Europe, and Asia. The client companies range from large companies to start-ups. For more information, please visit www.t-b.com.

Duties:

Full-time Paralegal

We are looking for a motivated individual to assist with paralegal, client onboarding, and billing tasks for an international trade and investment practice that focuses on export controls, economic sanctions, Committee on Foreign Investment in the United States (CFIUS) reviews, product classifications, customs, and similar matters. Responsibilities will include preparing memorandum and engagement letters; maintaining electronic files; tracking filings; reviewing government regulations and websites; carrying out billing procedures and client communications; and providing general administrative support. Excellent writing and customer service skills with exceptional attention to detail are required.

Experience in a professional office environment is preferred. Prior experience in a law firm or legal setting is a plus. Salary is commensurate with experience.

Desired Skills:

Experience with Microsoft Office required
Knowledge of legal billing software preferred
Interest in computers and technology preferred

Compensation: Salaried position at market rates

Benefits: Standard medical plan

Interested applicants should respond to recruitment@t-b.com.