

Job Title: Legal Assistant / Junior Paralegal (Business Law & Estate Planning)

Location: Madison, WI on-site| Potential to grow into hybrid

Type: Three Quarters to Full-Time

Experience Level: Entry-Level / Early Career (Will Train the Right Candidate)

About Us

We are a boutique law firm located in Madison, WI, specializing in Business Law and Estate Planning. We pride ourselves on offering the sophisticated counsel of a large firm with the agility and personal attention of a small practice.

We believe that a law firm is only as good as its team and we are looking for a capable utility player.

Why Neider & Boucher, S.C.

We have 30 years of experience serving varied and complex businesses, their owners, and high-net worth individuals and others seeking to plan their estate for future generations. We strive to be efficient and trusted advisors, able to assist planning for the next big acquisition, negotiating key business contracts, a potential sale of the company, or transitioning to the next generation of ownership.

While we pride ourselves on our expertise and ability to service varied and complex client situations, we do our best to empower our employees to handle situations and relationships on their own terms.

The Opportunity

Are you driven and looking to launch a career in the legal field?

We are seeking a **Legal Assistant / Junior Paralegal** to join our team. We hire for attitude and fit, and we train for skill. Previous legal experience is not required but is a major plus. If you are motivated, have strong organizational and communication skills, and have a genuine willingness to learn, we will teach you the substantive law and research skills to succeed. We are looking for someone who can bring fresh ideas, a positive attitude, and is willing and able to help the firm continue to deliver high quality legal solutions in changing digital landscape. Enhanced knowledge of Microsoft Office, including advanced Word formatting, Outlook integration, and a grasp of PowerPoint and Excel, with the willingness to advance these skills is a must. Successful candidates must be able to handle

confidential client information and privacy, think critically, and work in a team environment.

What You Will Do

Your role will be a blend of administrative management and substantive legal support, tailored to your growing skillset.

1. Office & Systems Management (Foundation)

- Coordinate attorney calendars, schedule client meetings, and manage deadlines.
- Communicating with clients via phone, video meetings, email and in-person, often serving as the first point of contact, bringing a warm, professional, and empathetic attitude.
- Maintain and organize digital filing systems, client records, and legal documents, and ensure office operations run smoothly.
- Collaborate with team members to introduce and implement new technology systems to improve efficiencies and streamline client management and firm operations.

2. Substantive Legal Work (Growth)

- Help form new business entities (LLCs, Corporations, etc.), draft formation documents, consent resolutions and minutes, and various mergers and acquisition documents.
- Conduct preliminary legal research and factual investigation.
- Prepare, proofread and edit legal correspondence, documents, and various filings.
- Assist in preparation of real estate due diligence and conveyance documentation.
- May assist in drafting estate planning documents (Wills, Trusts, Powers of Attorney).

Compensation and Fringe benefits are competitive

How to Apply

Please submit your Resume and a Cover Letter.

Note: We read cover letters and are interested in your story. Please tell us one thing you are passionate about learning and why you think you would thrive in a boutique legal environment.