

**Legal Assistant / Secretary (Tamuning Law Office)**

Compensation: **negotiable**  
Employment type: **full-time**

Full-time legal assistant / legal secretary position available.

Minimum requirements:

High school diploma  
Valid Guam driver's license  
Detail oriented  
Strong verbal and written communication skills  
Proficiency in Microsoft Office, especially Word and Outlook  
Basic knowledge in Microsoft Excel  
General office/administrative support experience preferred  
Must pass Notary Public exam

Benefits include medical and dental insurance.

Interested applicants should email a resume to [guamlawoffice@gmail.com](mailto:guamlawoffice@gmail.com)