Arnold Gruber, Ltd., a growing Northeast Ohio law firm with a principal office in the Canton area, is looking to hire an Associate Attorney with a minimum of four (4) years' experience, to assist in all manner of legal work, but primarily Business, Tax and Mergers & Acquisitions. Ideal candidates will possess exceptional communication, analytical and writing skills. The candidate will: research and analyze the law on complex issues and write memorandums and briefs; analyze and summarize complicated legal documents, draft and prepare contracts, and suggest alterations to those documents; perform discovery of various electronically stored data and hard copies of information; perform due diligence in legal matters concerning contracts, agreements, and mergers & acquisitions.

The candidate must have the following skills: Microsoft Office Skills (specifically Word and Outlook) and ability to learn and utilize other software and programs; skilled with legal research software; ability to compose client, business and legal correspondence; strong work ethic with high level of organization; ability to work quickly, efficiently, and accurately; ability to manage workload and shift priorities in a fast paced environment; ability to work independently, manage time effectively and establish priorities; strong initiative and problem-solving skills; communicate effectively with a wide variety of clients; and the ability and desire to work hard and produce quality work.

Interested candidates should submit their resume with a cover letter including salary expectations to wpratt@aghattorneys.com.

Arnold Gruber, Ltd. IS AN EQUAL OPPORTUNITY EMPLOYER: *Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.*

Benefits:
401(k)
Health/Life/Dental/Vision Insurance
Paid Time Off

Schedule:
Day Shift
Monday to Friday