



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Legal Secretary

Description:

Preferred Personnel's legal client is seeking a Legal Secretary!

The ideal candidate will have *extensive* knowledge in oil and gas transactional work.

Qualifications:

- Attention to detail
- Great communication skills – written & verbal
- Previous legal secretary experience

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com

Preferred Personnel was established in 1986. We are a provider of a vast array of employment-related services. Our specialties include executive and technical recruiting, professional contracting, corporate outplacement, and temporary clerical services.

844-PPI-WORK

www.preferred-personnel.com