

Legal Administrative Assistant

An established busy law firm is seeking a Legal Administrative Assistant. The Legal Administrative Assistant will provide legal support for attorneys with Commercial, Corporate, Business, Trust, and Estate practices.

For more information or to apply, Please contact Lacey Spoon: Laceys@snellingknoxville.com
Knoxville, Tennessee

\$35,000-\$40,000 Annual Salary, Dependent on Experience

The Legal Administrative Assistant will be responsible for:

Handling all dictation

Preparation of all correspondence, pleadings, discovery, and responses, and deposition summaries.

Scheduling depositions, mediations, and court reporting.

Maintaining client files, time entry, and bill processing.

Coordinating calendars and schedules for attorneys.

Other duties as needed by attorneys.

The Legal Administrative Assistant will excel with:

3+ years of prior experience in a legal environment.

Experience and familiarity with area court systems.

Excellent dictation, typing, and computer skills.

Experience with Microsoft Office (Word, Excel, Etc)

Being organized with good written and oral communication skills.

Ability to multitask, be flexible, and work well in a team environment

The Legal Administrative Assistant will be rewarded with:

\$35,000-\$40,000 Annual Salary, Dependent on experience

Exceptional Benefits Package

o Medical

o Dental

o Vision

o 401k

Opportunity for career growth

Working in an amazing team environment

Must be authorized to work in the United States without sponsorship

This Company uses E-Verify to confirm identity and employment eligibility

Electro Mechanical Technician

An award winning turn-key automation company is hiring for an Electrical Technician in Knoxville, Tennessee. The Electro Mechanical Technician provides superior technical aptitude for electrical electronic, mechanical, hydraulic, and pneumatic systems and components to support all areas of manufacturing to repair equipment malfunctions and in restore equipment to optimal functionality.

\$52,000 Annual Salary

To learn more about this opportunity contact samanthaj@snellingknoxville.com

The Electro Mechanical Technician will be responsible for:

- Adhering to all safety standards and practices.
- Managing time, prioritizing work, performing in fast paced, but fun environment, while achieving cost effective results within time schedule.
- Using electrical and mechanical assembly hand tools, wire, label, document, and test components. Tools in use would include screw drivers, drills, cutters, crimpers, saws, box cutters, and more.
- Installing, repairing and servicing electrical components of industrial electrical panels, transformers, equipment and wiring with 110/240/480 systems
- Troubleshooting and repairing electrical and electronic systems of company equipment.
- Manufacturing control panels to project specification under direction of Shop Foreman and Engineering.
- Reading and comprehending electrical schematics and mechanical drawings.
- Documenting and maintaining electrical and mechanical drawings, "red line", to reflect "as Built" products.
- Following and maintaining UL508A standards, NEC code, and other applicable standards and codes.
- Following and understanding quality control procedures.
- Communicating with foreman and/or engineering the status of work and any quality or design issues.
- Other functions as needed/ assigned.
- Maintaining upkeep of shop area
- Must be willing to travel

The Electro Mechanical Technician will excel with:

- Minimum of 3 years of Industrial Maintenance (Mechanical/Electrical) experience or technical education equivalent.
- Minimum of 1 year of demonstrated ability troubleshooting, modifying, repairing and performing preventative maintenance on automated industrial equipment.
- Demonstrated cross-functional experience / skills: PLC, HMI, Ladder Logic, Electrical, Mechanical, Hydraulic, Pneumatic systems
- Experience with advanced PLC programming, electronic circuit troubleshooting, PC hardware and software repair.
- Strong knowledge of electronics
- Technical Degree preferred
- GED or HS Diploma

The Electro Mechanical Technician will be rewarded with:

- \$52,000 Annual Salary DOE
- Competitive salary
- Company bonus
- Medical
- Dental
- Vision

- 401k
- Paid vacation and holidays
- Opportunity to be on a team where you have extremely strong growth potential

Must be authorized to work in the United States without sponsorship

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