



# LONG REIMER WINEGAR

**Long Reimer Winegar LLP**  
is seeking a detail oriented  
**Administrative Assistant**  
to join our Jackson office.

This role is ideal for someone who thrives in a fast-paced environment and will enjoy being an essential part of a collaborative legal team. This is a full-time role (Monday–Friday, 8:00 AM to 5:00 PM) with responsibilities that include answering and directing incoming calls, preparing and managing client correspondence, filing legal documents with the court, scheduling appointments and meetings, processing incoming and outgoing mail, and providing daily administrative support to attorneys and senior staff. Comprehensive benefits are available after 90 days of employment. Prior office/administrative experience preferred.

To apply, please email your cover letter, resume, and a list of professional references to both Ashley Phippin ([aphippin@lrw-law.com](mailto:aphippin@lrw-law.com)) and Justine Logan ([jlogan@lrw-law.com](mailto:jlogan@lrw-law.com)).