

Floater Legal Assistant Job Posting

Blanco Tackabery, a mid-size law firm in Winston-Salem, NC, is seeking a dependable, organized, and proactive Floater Legal Assistant to provide administrative and legal support across multiple practice groups within the firm. This role is ideal for someone who thrives in a fast-paced environment, enjoys variety in their day-to-day responsibilities, and can quickly adapt to changing priorities and team needs.

We're proud to have been ranked in Chambers USA Spotlight Guide 2026 and recognized as a leading small to medium-sized law firm offering a credible alternative to Big Law. Blanco Tackabery is a collaborative, people-centered law firm that takes pride in fostering a supportive and respectful workplace where team members are valued and encouraged to grow.

Key Responsibilities:

- Provide administrative and legal support to attorneys and staff
- Prepare, revise, and format legal documents and correspondence
- Maintain electronic and physical client files
- Assist with client communication and intake as needed
- Provide coverage for legal assistants during absences or high-volume periods
- Support special projects and additional duties as assigned

Qualifications:

- Prior legal assistant or administrative experience preferred
- Strong organizational and multitasking skills
- Excellent written and verbal communication abilities
- Proficiency in Microsoft Office Suite and legal software systems
- Ability to work independently and maintain confidentiality
- Strong attention to detail and ability to meet deadlines

What We Offer:

- Competitive salary and benefits package
- Supportive, collaborative, and welcoming work environment
- Opportunities for professional growth and development
- Exposure to multiple areas of legal practice

If you are adaptable, detail-oriented, and enjoy supporting a dynamic team environment, we encourage you to apply.

Only applicants with relevant experience or desired skill set will be considered. This is a full-time position, Monday–Friday, 8:30 am–5:30 pm. Salary is negotiable based upon experience and qualifications. A comprehensive benefits package will be provided.

Send letter of interest and resume to:

Garrison Schmidt, SHRM-CP
Office Manager
Blanco Tackabery
gys@blancolaw.com