Firm/Company Name:	Kang Haggerty	**Website:**	https://www.khflaw.com/
Job Title:	Senior Commercial Li	**Work Option:**	[i.e.: onsite, hybrid, remote, etc.] Onsite
Department/Group:	Litigation	**Posted By:**	Kang Haggerty
Location:	Philadelphia, PA	**Travel:**	
Salary Range:	DOE	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-time
HR Contact:	Christina Kim	**Date posted:**	

How to Apply: (Fax, Email, Mail, Link, etc.):

Email hiring@kanghaggerty.com with an updated resume and cover letter.

Job Description

Brief Summary:

Kang Haggerty is seeking an experienced litigation paralegal with at least 10 years of experience to manage commercial litigation matters in a fast-paced environment. The role requires strong independent judgment, advanced organizational and communication skills, and extensive experience handling complex filings, discovery, and litigation support in Pennsylvania and New Jersey state and federal courts.

Duties:

-Manage commercial litigation matters from inception through trial support
-Handle complex electronic filing in Pennsylvania and New Jersey state and federal courts
-Assist with voluminous discovery requests, responses, and document productions
-Prepare and organize exhibits, motions, and litigation documents
-Support attorneys with motion practice and case management
-Maintain and organize case files and deadlines across multiple matters
-Coordinate and prioritize assignments from multiple partners and associates
-Train and support junior paralegals and legal assistants
-Perform overtime work as needed to meet deadlines and case demands

Skills/qualifications:

-Minimum 10 years of litigation paralegal experience
-Strong ability to work independently and manage competing priorities
-Excellent communication, writing, proofreading, and organizational skills
-Strong time-management and multitasking abilities
-Experience with Pennsylvania and New Jersey state and federal courts
-Significant experience with electronic filing systems
-Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Adobe
-Professional demeanor, diligence, and strong sense of responsibility
-Ability to thrive in a fast-paced, high-demand environment
-Experience with document review platforms such as Relativity preferred