



Scheduling Secretary

The Tampa office of Conroy Simberg seeks a Scheduling Secretary with legal experience only for our liability department. This is a remote position within the state of Florida only. Competitive salary & benefits.

Conroy Simberg offers a flexible and enjoyable work environment, including hybrid and remote options. Additionally, we prioritize work-life balance and provide competitive pay, bonuses, and a wide range of benefits including medical, life insurance, 401(k) with employer contribution, and PTO.

Our firm is committed to providing equal employment opportunities, ensuring a workplace environment free from discrimination or harassment based on race, color, national origin, religion, age, sex, disability, citizenship, marital status, sexual orientation, or any other characteristic protected by the law.