

Contacts & Current Openings

Open Positions: Attorneys

Greenbaum, Rowe, Smith & Davis is always open to hearing from well-rounded, highly qualified and creative lawyers who can make meaningful contributions to the success of our clients and our practice. If you would like to be considered for current or future opportunities to join our team, we encourage you to submit your resume and any additional materials that demonstrate your experience and expertise.

Litigation Associate – Seeking an attorney with 2-5 years of experience handling business/commercial litigation. Qualified candidates should have excellent academic credentials and outstanding writing and communication skills. Must be admitted to the NJ Bar. Clerkship experience is a plus.

Senior Trusts & Estates Attorney - Seeking a senior associate, counsel, or junior partner experienced in handling tax and estate planning for high-net-worth clientele and trust and estate administration and litigation to join our Iselin office. NJ & NY bar admissions and tax LLM preferred.

We offer a competitive salary and benefit package. For consideration submit your resume and writing sample to vmartignetti@greenbaumlaw.com. **Clearance of standard background check required prior to an offer of employment.**

Open Positions: Paralegals

Excellence in our practice. Diversity in our people. Our focus is on long-term success. We are always open to finding talented legal industry professionals who share our high standards for performance and integrity across the board. If you are interested in exploring opportunities to join the Greenbaum team, we encourage you to submit your resume and cover letter.

We offer a competitive salary and benefit package. **Prior to receiving an offer of employment, a standard background check must be completed.** For consideration submit your resume which must include salary requirements to: Victoria Martignetti at vmartignetti@greenbaumlaw.com.

Open Positions: Administrative Staff

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Float Legal Litigation Assistants – We have two inhouse openings for an experienced legal litigation assistant. One position is at our Iselin, NJ office and another in Roseland, NJ. To be considered, candidates should have previous experience in a floater role, preferably for three or more years, at a busy

Contacts & Current Openings (Cont.)

NJ law practice specializing in general litigation and family law. A friendly attitude and an ability to change secretarial approaches from day to day and assignment to assignment are essential.

To be successful, candidates must be well-organized, enthusiastic, willing to learn, possess excellent computer skills, effective communication skills, and be able to multitask. Only those who meet the essential qualifications will be contacted for an interview.

Payroll/Bookkeeping Specialist – We are looking for a full-time Payroll/Bookkeeping Specialist to join our Iselin, New Jersey office. This position is responsible for preparing and running employee biweekly payroll including time and attendance through ADP's Workforce Now. This position also interfaces with Human Resources processing status changes, benefit changes, entering new hires into the system, and assisting with annual enrollment periods. Additional assignments include handling the firm's bookkeeping and accounting functions. Strong bookkeeping skills and computer knowledge are required in performing payroll and general accounting and finance assignments.

This is an in-house position with a weekly schedule from Monday through Friday from 9:00 a.m. to 5:00 p.m., with the option of working additional hours as needed.

We provide a competitive pay and benefits package. **Prior to receiving an offer of employment, a standard background check must be completed.** For consideration submit your resume to HR@greenbaumlaw.com.

IMPORTANT NOTE TO ALL CANDIDATES

Greenbaum, Rowe, Smith & Davis, LLP is an Equal Opportunity Employer and committed to diversity and inclusion in the workplace. Individuals seeking employment at the firm are considered without regard to race, color, religion, sex, sexual orientation, gender identification, national origin, age, marital status, ancestry, physical or mental disability, veteran status, or genetic information, among other protected bases.