

## Current Openings

### LITIGATION ATTORNEY - DEFENSE

Foster Swift Collins & Smith, PC is looking to hire a full time Civil Defense Litigation attorney for the Southfield office. The firm has a busy insurance defense, premises liability, transportation, employment, and general commercial litigation practice. Depending upon the qualifications of the candidate this position may be either a senior associate or senior attorney position. Candidates should have significant litigation experience independently handling discovery, motion work, depositions and court proceedings. Future potential for shareholdership.

The firm offers a hybrid work policy.

Position responsibilities include:

- Manage files through litigation process.
- Draft pleadings, motions, discovery requests and responses and legal correspondence.
- Handle all aspects of discovery by administering and summarizing depositions, issuing interrogatories, and reviewing documents.
- Represent clients in both negotiations and in court proceedings, including mediations, trials, evidentiary hearings, and motions.
- Communicate complex information (written and oral) to stakeholders with a wide array of expertise in an accessible way.

Position qualifications include:

- 3+ years litigation experience.
- Admitted to State Bar of Michigan and be in good standing.
- Excellent persuasive writing, legal research, communication and interpersonal skills.
- Strong professional judgment, analytical, problem-solving, and decision-making skills.
- Ability to work independently as well as collaboratively.
- Strong work ethic, resourceful, proactive, good time management and organizational skills with the ability to manage a busy case load, work under pressure, and meet deadlines.

*Foster Swift is committed to recruiting talented and diverse professional staff and attorneys whose contributions will be recognized and valued in our positive, inclusive work environment.*

*Foster Swift has a long-standing commitment to equal opportunity and a work environment free of unlawful harassment or discrimination. Foster Swift provides equal employment opportunities without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, marital status, veteran or active-duty military status, familial status, height, weight, genetic information or any other status protected by applicable laws.*

*Foster Swift offers conveniently located offices with a great work environment, a competitive starting salary and the potential for annual bonuses. Our excellent benefits package includes affordable medical, dental and vision insurance, company paid life and long-term disability insurance, and a 401(k) Retirement plan as well as a wide selection of voluntary plans to cover our employee's personal needs.*



Join an established midsized law firm with a progressive, dynamic culture! For more than 100 years, Foster Swift Collins & Smith has provided outstanding client service and legal excellence. With offices in Lansing, Grand Rapids, Southfield, and Holland, our firm delivers comprehensive services for businesses, organizations, municipalities, families and individuals.

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Interested and qualified candidates are encouraged to submit a resume and cover letter to [recruit@fosterswift.com](mailto:recruit@fosterswift.com) for immediate consideration.

## **BUSINESS & TAX ATTORNEY**

Foster Swift Collins & Smith, PC is seeking a well-rounded business and tax attorney for its Lansing, Southfield, or Grand Rapids office. An ideal candidate will have 6-12 years of experience in two or more of the following areas:

- Corporate Planning
- General Counsel
- Mergers & Acquisitions
- Corporate Taxation
- Cybersecurity
- Contract Review
- Intellectual Property

Excellent written and oral communication skills and client service skills desired. Salary commensurate with experience and ability to generate business. Excellent benefits package. EOE.

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### HEALTHCARE ATTORNEY

Foster Swift Collins & Smith, PC is seeking a full or part-time healthcare law attorney for its Grand Rapids or Holland office. The ideal candidate will have a minimum of five years of healthcare law experience and have proficiency in the following areas:

- Provider contracting (physicians, hospitals, hospices, home care, pharmacy, DME)
- Regulatory compliance (HIPAA, anti-kickback statute, Stark, corporate practice of medicine)
- Business transactions, including Medicare changes of information and Medicare changes of ownership
- Healthcare licensing actions

This position may be a good fit for attorneys whose practice is a blend of business law and at least two of the above areas. Candidates must be licensed to practice in Michigan. Excellent oral and written communication skills, strong organizational skills, attention to detail are prerequisites. Candidates must be self-starters with the ability to work individually and in teams. Salary commensurate with experience and ability to generate business. Excellent benefits package. EOE.

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## MARKETING AND IT ASSISTANT - SOUTHFIELD OFFICE

### **JOB SUMMARY**

The position supports the firm's Marketing and IT teams by working collaboratively to ensure the appropriate use of resources and effective completion of projects. This position is 50% marketing support and 50% IT support. This position will collaborate with marketing team members to implement key initiatives and assist with marketing administrative functions for the Southfield office. Additionally, this position will provide limited and highly directed IT support to the Southfield office.

### ESSENTIAL JOB FUNCTIONS

#### **Business Development**

- Serve as project manager between the firm's marketing team and Southfield attorneys to implement the firm's business development plan
- Work with other marketing team members to implement firm strategies and campaigns for social media, newsletters, new releases, presentations, promotional materials, ads, infographics, events and other marketing communication materials
- Assist in maintaining bios/profiles, events, calendars, etc.
- Serve as point-of-contact for Southfield-based sponsorships; engage others in the firm to participate
- Assist with event logistics and serve as onsite coordinator for client events, seminars, webinars, etc., providing in person logistical support
- Track results of Southfield business development activities
- Contribute to marketing and development plans as needed

#### **Information Technology**

- Provide local IT support in Southfield office as directed by Lansing IT department
- Setup and troubleshoot Zoom and Teams meetings using laptops, desktops and Cisco conference room equipment
- Support IT hardware needs, software training, and help desk as needed

#### **Other Job Duties**

- Performs other job duties as assigned



## QUALIFICATIONS

- Must have 1-2 years of marketing/business development communications experience
- Bachelor's degree from an accredited college or university preferred; college coursework in Communications, Marketing, Business or Information Systems preferred
- Must be familiar with email marketing and automation technology tools, PR, traditional and social media, data analytics, branding and content marketing
- Must demonstrate an understanding of digital and traditional marketing
- Graphic design experience preferred
- Familiarity with CRM software preferred
- Must demonstrate high technology ability
- Must be able to troubleshoot technology
- Must demonstrate excellent editing and proofreading skills
- Must demonstrate effective interpersonal communication skills (former customer service experience a plus) including handling sensitive situations with diplomacy
- Must be able to work independently and as part of a team
- Must demonstrate intermediate to advanced proficiency with MS Office applications including Word, Excel, PPT
- Must demonstrate intermediate to advanced proficiency with Adobe Acrobat
- Must have effective project management skills
- Must be able to manage multiple projects and deadlines
- Must be a quick learner
- Must be able to lift 30 pounds on an occasional basis
- Advanced proficiency with Adobe InDesign, Photoshop & Premiere a plus
- Intermediate to advanced videography and photography skills a plus
- Experience doing software or other technology training with end users
- Familiarity with legal sector or other professional services field a plus
- Must be able to perform the essential functions of the job with or without reasonable accommodation

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Please send resume and cover letter to

<https://recruiting.paylocity.com/recruiting/jobs/All/bcfad8cd-08a7-4767-a59d-7edb16ebc606/Foster-Swift-Collins-Smith-PC>

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## **PARALEGAL - WORKERS COMP**

We are seeking a Paralegal with Workers Comp experience to be located in our Lansing office.

### **Qualified candidates will have:**

- A strong work ethic combined with the ability to work as part of a team and independently.
- Clear and effective communication skills, both oral and written.
- Strong computer skills with proficiency in MS Office Suite and document management systems.
- Strong attention to detail and good time-management skills
- Associates degree or Paralegal certification.
- Capability to successfully manage multiple tasks and deadlines in a high volume, fast paced law firm environment.
- Ability to effectively interact with clients, attorneys and staff.

### **Responsibilities**

- Draft and file pleadings as directed by attorneys with various courts and/or other entities.
  - Correspond with clients, counsel, and other parties as requested by attorneys.
  - Process and follow up on subpoenas for the receipt of medical, employment, worker's compensation and other records.
  - Assemble, review and summarize medical and other records.
  - Communicate with experts, including IME doctors.
  - Prepare records, review and prepare exhibits, and trial preparation.
  - Review file for outstanding discovery in preparation for court appearances, pleadings, depositions and trial preparation.
  - Determine, prepare and organize material needed for expert witness review.
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- Review, analyze and organize document productions by opposing parties and co-defendants.
- Assemble chronologies of key documents.
- Manage documents and organize case files.

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