

# Work Vapor

<https://workvapor.com/jobs/bilingual-paralegal-coordinator-legal-support/>

## Bilingual Paralegal Coordinator, Legal Support

### Description

#### Cliniqon LLC

100% Remote work | Full-time role | Work from home setup | Growth opportunity available

Email: [aalvior@cliniqon.com](mailto:aalvior@cliniqon.com)

### About The Work

This role is for someone who knows personal injury law and can handle cases properly. Work is simple but needs attention. Main focus is to manage cases, support clients, and keep everything organized. Person should speak both Spanish and English clearly. Work is fully remote, so all tasks will be done from home.

### Main Responsibilities

- Handle personal injury cases from start to end
- Talk with clients and give updates
- Write demand letters in proper format
- Prepare mediation documents
- Work on lien reduction tasks
- Collect medical and police records
- Use legal software to track cases
- Follow deadlines and keep work updated

### Skills Required

Person should be fluent in Spanish and English. Good communication is very important. Experience in personal injury law is needed (2 to 5 years). Should know how to use case tools like Filevine, Clio, or MyCase. Basic Microsoft Office knowledge is also required. Person should be organized and handle multiple cases easily.

### Work Benefits

- Health insurance
- Life insurance
- Work from home
- Career growth options
- Company provides work equipment
- Bonus for long-term work

### Work Style

Work is full-time and fast-paced. Each case needs proper attention. Person should be calm and focused while handling clients. Good behavior and clear communication is needed in every situation.

### Hiring organization

Cliniqon LLC

### Employment Type

Full-time

### Job Location

Remote work from: United States

### Date posted

04/19/2026

## **Apply Process**

Send your resume directly by email.

Email: [aalvior@cliniqon.com](mailto:aalvior@cliniqon.com)

Also confirm in email:

- Spanish and English fluency
- Experience in legal work
- Knowledge of case software
- Availability to start quickly