



**Open Sky Law
Receptionist (Full-Time)**

SUMMARY

The Receptionist is the main point of contact for our firm. The ideal candidate is: (1) friendly and outgoing; (2) organized and dependable; (3) able to communicate and work with clients of various backgrounds. This position requires substantial direct client interaction and collaboration with colleagues. Position is based in Kent, WA.

REPORTS TO

Supervising Attorney and Office Manager.

RESPONSIBILITIES

- Welcome clients and visitors *upon arrival* and give them any pertinent information or directions.
- Answering incoming calls and handling or directing to appropriate staff.
- Manage incoming and outgoing mail and handle deliveries according to office procedures.
- Responsible for initial screening of phone calls and scheduling legal consultations with attorneys.
- Check voicemail throughout the day.
- Responsible for front desk duties, including customer service and client relations
- Assist with client account payment collection procedures.
- Maintain tracking and delivery confirmation reports.
- Complete other administrative duties as needed such as data entry, paperwork, photocopying.
- Keep the copy room, lobby and conference rooms clean and organized.
- Perform other administrative duties and provide support as needed in coordination with attorneys and staff.

QUALIFICATIONS/SKILLS REQUIRED

- Minimum associate degree or at least 1-2 years of prior relevant experience.
- Prior experience in immigration law preferred.
- Comfortable with both legal work and performing administrative tasks.
- Passion for advancing and protecting the rights of immigrants.
- Strong attention to detail.
- Strong organizational and time management skills including the ability to prioritize and multi-task.
- Commitment to adhere to strict professional codes of confidentiality.
- Excellent communication skills, experience in reception a plus.
- Proficiency in use of word processing and spreadsheets (and client management software preferred).
- Ability to work independently and as a team.
- Demonstrated ability to learn quickly.
- Respectful, professional, and compassionate communication skills.
- Fluency in another language required (speak, read, and write). Spanish Preferred.

COMPENSATION

- Competitive salary, DOE.
- Comprehensive benefit package, including medical insurance, life and disability insurance and health savings accounts, simple IRA.
- Paid holidays, vacation, and personal days.

About Open Sky Law, PLLC

Open Sky Law is an immigration law firm in Kent, WA. Open Sky Law provides comprehensive representation to clients from all over the world who are seeking asylum, permanent residence, citizenship, and visas. We also defend individuals facing deportation from the United States and we are frequently engaged in litigation with the government in both individual cases as well as class actions.