

Law Office Receptionist with Full Benefits

Busy local law firm is seeking a full-time, long-term receptionist to add to our professional and friendly work environment. The candidate we seek should have exemplary attendance and punctuality, a passion to help our clients, and a desire to contribute to our office with positivity and kindness.

Receptionist responsibilities include:

- Maintaining a professional appearance and demeanor
- Greeting visitors in a professional and polite manner
- Ensuring security, integrity, and confidentiality of client information
- Managing multiple tasks, people, and personalities
- Answering multi-line phones with courteousness & professional etiquette
- Managing client intake and scheduling appointments on individual and joint calendars
- Operating office equipment, including photocopier, fax, printer, postage machine, and computer
- Willingness to learn industry specific software systems (TABS, Outlook)
- Performing clerical duties with attention to detail
- Sorting, scanning, and distributing daily incoming mail
- Receiving payments and preparing bank deposits
- Maintaining a tidy lobby and reception kitchen
- Working well with attorneys and staff as a helpful team member

Two years office administration or secretarial experience preferred, but willing to train the right candidate. This position is eligible for the following benefits: medical & dental insurance (paid by employer), paid time off, paid holidays, Simple IRA with employer matching, , and compensation dependent upon experience. Please send your resume with a cover letter to Dawn Kippes at dawn@westsoundlegal.com.