



Receptionist

JOB RESPONSIBILITIES:

- Receptionist duties include operating the switchboard, routing incoming calls to the appropriate party and taking clear, concise messages for site personnel, clients, and visitors and ensuring the timely delivery of the messages;
- Provide information to callers, greeting persons entering organization and directing individuals to correct destination;
- Provide general clerical and administrative support to all levels of professionals including: research, file organization, updating databases, correspondence and general office administration, performing complex secretarial and administrative duties.
- Scheduling appointments, organizing meetings, and maintaining appointments.

**The job duties listed above are not an exhaustive list of every task the Receptionist will perform, but are intended to provide a representative summary of the major duties and responsibilities. They may be required to perform additional, position-specific duties.

EXPERIENCE/SKILLS:

- Prior Law Firm experience desired.
- Requires intermediate or higher computer skill level, specifically using Microsoft office applications.
- Knowledge in litigation documents is desired. Excellent communication skills, both written and verbal.
- Strong organizational skills and attention to detail with emphasis on accuracy and quality. Exceptional customer service skills.
- Must be able to lift up to 50 lbs. on a frequent basis, including push, pull, bend, twist, and work standing up for long periods of time.
- High school diploma or equivalent.

EDUCATION /QUALIFICATIONS:

- High school diploma or equivalent required;
- Bachelor's degree preferred