

# Yates Campbell LLP

## Legal Receptionist/Office Assistant

We are looking for a high energy, enthusiastic team player to join our law firm as the front office gatekeeper. This position is the first point of contact for clients who call and/or visit the firm and will be responsible for the professional and efficient operation of the reception area.

Responsibilities will include, but are not limited to:

- operating multi-line phone system, answering incoming telephone calls and directing calls in a professional and courteous manner to the appropriate individual
- greeting visitors
- assist attorneys as needed with word processing, time entry/billing, scheduling appointments, etc.
- mail distribution
- copying/scanning/filing
- take inventory of/order office supplies
- maintain/update offsite storage records
- run various errands when necessary
- other duties as assigned

A neat and professional image of the reception area must be maintained.

Requirements:

- Knowledge of general/standard office equipment and Microsoft Outlook, Word and Excel
- Excellent data entry and word processing skills
- Excellent and courteous oral and written communication skills
- Excellent organizational skills, punctuality and ability to multi-task
- Must have own transportation

Paid annual leave and holidays, health insurance, 401k with match, free parking. Hours are 8:30am – 5:30pm M – F. Background check required.