

## LONG LAW OFFICE, PC

LLO is in need of an administrative assistant/receptionist to assist us in front-line telephone communication, assist attorneys and staff in client projects, for the delivery of efficient, timely and favorable results.

POSITION: ADMINISTRATIVE ASSISTANT/RECEPTIONIST, FULL TIME

SCHEDULE: MONDAY-FRIDAY, 8AM-4:30PM

The ideal candidate will have an interest in the field of law and the desire for upward mobility to legal assistant/paralegal roles, showcase excellent communication skills, possess the ability to self-start their own work-flow, take initiative to assist teammates, consistently demonstrate the ability to prioritize daily tasks, and will be able to continuously and reliably protect client confidentiality. A strong ability to problem solve, and monitor and meet deadlines will ensure your success in this role.

### **Responsibilities are those typical to a legal assistant and include:**

- Professional appearance and demeanor,
- Telephone communication - answering and routing calls, taking messages,
- Maintain a tidy and welcoming front office,
- Greet clients and visitors in a courteous and professional manner,
- Manage client intake (assist in fulfillment of intake and disclosure forms),
- Receive and sort incoming mail and deliveries,
- Out-of-office errands, office provisioning (supplies),
- Making copies, scanning files, digital storage,
- Assist in ensuring continuous file organization based on office protocol,
- Coordinating schedules for appointments, set appointments, calendar management for 1-3 attorneys,
- Prepare meeting rooms and offices
- Assist and support attorneys and staff as needed.

### **Qualifications:**

- High school diploma or equivalent required
- Must possess strong interpersonal, customer service, and communication skills
- Must exhibit strong typing skills
- Must possess abilities to self-start, problem solve, and multitask
- Proficiency in Microsoft Office suite required, WordPerfect is a plus
- Resumé required.
- We are looking for individual talent which can be grown and developed to fit the needs of a fast-paced law office. No previous direct legal assistant experience is required, but it is helpful.

### **What We Offer:**

- On-the-job training and growth opportunities in a supportive team environment,
- Experience working in a professional legal setting,
- Dental Insurance and paid holiday opportunities.

APPLY METHOD – DM @ <https://www.facebook.com/Long.Lawyers/> for details

**\* Further communications will take place via email \***

**\* Interviews will be held for select and qualified candidates \***

**\* POSITION EXPECTED TO BE FILLED WITHIN 1-3 WEEKS \***