

LONG LAW OFFICE, PC

Long Law Office is in need of an administrative assistant/receptionist to assist us in front-line telephone communication, assist attorneys and staff in expediting client projects, and delivering efficient, timely and favorable results.

POSITION: ADMINISTRATIVE ASSISTANT/RECEPTIONIST, FULL TIME

SCHEDULE: MONDAY-FRIDAY, 8AM-4PM, CLOSED ALL COUNTY HOLIDAYS

The ideal candidate will showcase excellent communication skills, possess the ability to 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 take charge and meet tight deadlines will ensure your success in this role.

Responsibilities are those typical to a legal assistant and include:

- Telephone communication - answering and routing calls, taking messages
- Front desk greeting and client intake
- Out-of-office errands, managing mail, provisioning
- Making copies, scanning files, digital storage
- Assist in ensuring continuous file organization based on office protocol
- Coordinating schedules for appointments, setting appointments, calendar management for 1-3 attorneys
- Prepare meeting rooms and offices
- Provide ad hoc support around office as needed

Qualifications:

- 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
- 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.

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

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

*** Interviews will be held for qualified candidates ***

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