

Receptionist - Job Description

Dallas, Texas
In-Office Daily

Job Description:

Do you want to help our attorneys give supporting and unyielding representation to provide our clients with a brighter future?

We are growing fast, and we are investing time and energy in building our A-Team. There will be training on the types of legal matters we handle. However, we are looking for someone who can hit the ground running. This is NOT the right opportunity for someone looking for their first professional job or for an introduction to customer service.

We are an enterprising family law firm that is on track for aggressive growth and we need an experienced Receptionist to join our team and work directly with the attorneys to support the team and help our clients. We want to be known for helping our clients come out of an extremely emotional process feeling as though they are better people and that they had a team behind them that really cared and fought for them.

Initial compensation is based on projected productivity and performance. Bonus compensation will be available on a performance basis. **The position is full-time and offers paid time off, health, dental, and vision insurance, short-term and long-term disability, life insurance, paid holidays, 401k, and cell phone reimbursement.**

We love to help people learn and grow. But we don't have the time for that right now. We need a Front Desk Coordinator with experience in managing a front desk, multi-line phone system and giving a great first impression to visitors. The ideal candidate will be able to take initiative on work that needs to be done and complete tasks with minimal handholding. This is a full-time job where you are expected to manage a caseload, so you absolutely must be able to work in the office for 40 hours per week. Salary is commensurate with skill and experience and is negotiable. We give opportunities for personal and professional development.

For the right person, this will be a highly rewarding position. If this sounds like a good fit for you, we look forward to receiving your application.

Responsibilities

This position will be responsible for important work, including:

- Answer, screen, and direct all incoming calls
- Create a positive and professional first impression for all our visitors
- Keep lobby, reception, and conference rooms stocked, neat, and clean
- Route all mail deliveries to the correct person
- Be a key team member by supporting the attorneys, paralegals, and legal assistants as needed
- Assist the legal team by filing documents into the physical client files

If these statements appeal to you, then you may be our Receptionist:

- You can maintain your professional composure in all situations, even stressful ones
- You smile when you answer the phone
- You are an amazing scheduler with a high degree of attention to detail
- You are very good with calendars, e-mail, spreadsheets, word processing, and the internet
- Your middle name is “No Drama”
- You are an awesome juggler of tasks and can change gears quickly
- You do not think scanning and copying are “beneath you”

Qualifications

- Has experience answering telephone calls and troubleshooting stressful situations
- Possesses strong customer service skills, interpersonal skills, organizational skills, and time management skills
- Exhibits working knowledge of Microsoft Office and basic computer skills
- Must have graduated high school, received a G.E.D. or equivalent

Interested Qualified Candidates Can Send Resume To:

Crystal M. Cornett, Legal Recruiter

Telephone/Text: 832-696-9315

Email: ccornett@nnlegalsearch.com