

Legal receptionist

A large, high profile law firm is looking for a Legal Receptionist to help the firm run smoothly at all times. The ideal candidate will have legal and/or clerical experience. To apply, email Lacey Spoon at Laceys@snellingknoxville.com.

\$15 Hourly Salary

Knoxville, Tennessee

The Legal Receptionist will be responsible for:

- Answering the phones and helping greet clients as they come into the office.
- Taking payments
- Scheduling depositions, mediations, and court reporting's.
- Straightening up the conference rooms between meetings
- Maintaining client files
- Coordinating calendars and schedules for attorneys.
- Other duties as needed by attorneys.

The Legal Receptionist will excel with:

- Administrative/Clerical experience
- Legal experience a Plus
- Excellent verbal and written skills
- Excellent dictation, typing, and computer skills.
- Experience with Microsoft Office (Word,Excel,Etc)
- Being organized with good written and oral communication skills.
- Professional appearance
- Ability to multitask, be flexible, and work well in a team environment

The Legal Receptionist will be rewarded with:

- Opportunity for career growth!
- Benefits available after 60 days
 - Medical
 - Dental
 - Vision
- Opportunity to work in a supportive team environment!

*Must be authorized to work in the United States without sponsorship
This Company uses E-Verify to confirm identity and employment eligibility*