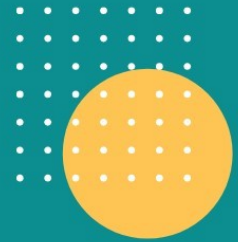


WE ARE HIRING!



We're looking for someone to join our team as a

RECEPTIONIST

The receptionist serves as the first point of contact for clients, visitors, and staff. They are responsible for answering calls, and performing administrative duties that support the smooth operation of the office.

Requirements:

- High School Diploma or Equivalent
- Previous experience preferred
- Familiarity with legal software
- Professional and courteous demeanor
- Proficiency in Microsoft Office applications
- Ability to work independently and take ownership of projects
- In Person Position

If you have the skills and experience required, we want to hear from you!

Send your Resume and Cover letter to:

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