

November 6, 2020

Immediate Opening for Law Firm Receptionist

The Law Offices of Colombo & Colombo, P.C., in Bloomfield Hills, Michigan has an immediate opening for a Receptionist/Data Entry Clerk. www.colombopc.com

Receptionist to be responsible for greeting clients and visitors. Receptionist duties will include answering phones and taking messages, and data entry into our billing system.

Receptionist Responsibilities:

- Greeting clients and visitors with a positive, professional attitude.
- Announcing clients, as necessary.
- Answering and routing calls on a multi-line telephone system in a professional manner.
- Maintaining and scheduling conference rooms.
- Maintaining the waiting area/lobby.

Receptionist Requirements:

- Consistent, professional dress and manners.
- Excellent written and verbal communication skills.
- Competency in Microsoft applications, including Word, Excel, and Outlook.
- Good time management skills.
- Friendly, organized, and have excellent computer literacy skills.
- Prior experience as a receptionist is helpful, but not required.

Compensation and Benefits

- Pay is \$12-\$17 per hour. Compensation is commensurate with experience and abilities.
- Full Time: Monday-Friday, 8:30am-5:00pm
- Benefits: Colombo & Colombo, P.C., offers a competitive medical benefits package to all full-time employees.

How to Apply

Please email your resume including salary requirements to Linda Meyer, Firm Administrator:

Email: LM@colombopc.com

No telephone calls, please.

COVID-19 Considerations: We are compliant with all guidelines, including: Limiting the traffic of individuals in our office, the installation of plexiglass barriers, mask wearing as appropriate, and performing the required health/risk assessment on a day-to-day basis.