

Receptionist

The law office of Clinton A. Couch, P.A. is looking for receptionist to join our team. You will greet clients and visitors when they arrive at or call the office and determine the reason for the call or visit. Other job duties include answering emails; downloading information into our database; creating and organizing files; and making copies. We prefer someone that has some experience in a legal office, but we are willing to train the right person.

Receptionist Job Responsibilities:

- Answering the phone in a timely manner and directing calls to the correct personnel
- Greeting clients and visitors in a friendly and welcoming manner
- Notifying appropriate personnel of client arrival
- Answering client questions or referring inquiries to other personnel
- Updating calendars and scheduling appointments
- Performing clerical duties, taking messages, maintaining files, and organizing documents

Receptionist Qualifications / Skills:

- Exceptional customer service skills and professional phone manner
- Detail oriented
- Excellent organizational skills
- Ability to multitask in a fast-paced environment
- Proficient working knowledge of office equipment (printers, scanners, copiers)
- Handles pressure
- Demonstrates initiative and reliability

Education and Experience:

- High school diploma accepted with equivalent experience
- Familiarity with multi-line phone systems
- Previous experience with Microsoft Office software preferred
- Previous experience with Word Perfect preferred but not required
- Professional attitude and appearance

To apply please contact the office at (850) 432-3245 or via email at clint@clintcouch.com. Thank you