



The Chesapeake office of Kaufman & Canoles is seeking a part-time **Receptionist/Real Estate Assistant**. Under general supervision provides general office support with a variety of administrative and related tasks. Responsible for answering incoming calls , directing calls to the appropriate personnel, setting up and cleaning up conference rooms, kitchen organization and cleaning, supply inventory and stocking, processing outgoing postal mail, sorting inter-office and incoming postal mail, check requests, accepting payments from clients, supporting the Legal Assistants and Attorneys with various task such as time sheets, pleading indexes, folder labels, copies/prints and other duties as assigned . Maintains positive contact with attorneys, support staff and clients; observes confidentiality of client and firm matters. Candidates should be proficient in Microsoft Office 2016, have excellent communication and writing skills and exhibit attention to detail.

**RESPONSIBILITIES:**

- Interacts with the clients via telephone, email and in person.
- Operates standard office equipment, including personal computer, copier, scanner, and telephone.
- Reviews, sorts and dates mail.
- Arranges and schedules client appointments using KCI Reservation.
- Assists in the preparing for and setting up meetings.
- Cleaning and inventory of kitchen areas, conference rooms and supply areas.
- Coordinates daily catering orders and pays monthly catering house accounts.
- Assist in light typing, filing and making copies for attorneys.
- Coordinates real estate closings and managing real estate matters under Attorney's supervision
- Performs a variety of other administrative tasks as assigned.

**QUALIFICATIONS:**

- Legal industry experience preferred.
- Real Estate experience preferred.

- High school diploma or equivalent required.
- Previous client/customer service is a plus.
- Exceptional written and oral communication skills.
- Excellent organizational skills, strong ability to multi-task and attention to detail.
- Demonstrate proactive approach to problem-solving with strong decision-making capability.
- Operational knowledge of standard office equipment including copier, scanner, and telephone.
- Proficient in Microsoft Office 2016 and Outlook.
- Ability to routinely lift, carry, push, pull, slide materials weighing up to 25 lbs.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.