



The Chesapeake office of Kaufman & Canoles is seeking a **Receptionist**. Candidates should be proficient in Microsoft Office 2016, have exceptional organizational skills, excellent communication and writing skills, and exhibit meticulous attention to detail. The position requires someone who is able to work well as part of a team and who can also stay motivated while working independently.

RESPONSIBILITIES:

- Interacting with the clients, real estate agents, and others via telephone, email, and in person.
- Operating standard office equipment, including personal computer, copier, scanner, and telephone.
- Reviewing, sorting, and date stamping in-coming mail.
- Arranging and scheduling client appointments using conference room reservation system.
- Assisting in preparing for and setting up of office meetings.
- Maintaining of kitchen areas, conference rooms, and supply areas.
- Assist in light typing, filing, and making copies for attorneys.
- Performing a variety of other administrative tasks as assigned.

QUALIFICATIONS:

- 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 a 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.
- Friendly disposition with a desire to be a team player
- Ability to routinely lift, carry, push, pull, slide materials weighing up to 25 lbs.

BENEFITS:

We offer a competitive salary and a comprehensive benefits package. Benefits include: medical, dental, life insurance, 401(k)/profit sharing, paid time off, and long term and short term disability.

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

Please submit resume and salary requirement.