

KAUFMAN & CANOLES

attorneys at law



The Norfolk office of Kaufman & Canoles is seeking a **Part-Time Receptionist**. The receptionist provides general office support with a variety of administrative and related tasks. Must maintain positive contact with attorneys, support staff and clients; observes confidentiality of client and firm matters. Candidates should be proficient in Microsoft Office, 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 reservation system.
- Assists in the preparing for and setting up meetings.
- Cleaning and inventory of kitchen areas, conference rooms and supply areas.
- Coordinates catering orders and pays monthly catering house accounts.
- Assist in light typing, filing and making copies for attorneys.
- Performs a variety of other administrative tasks as assigned.

QUALIFICATIONS:

- Legal industry 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 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.