

ROBINSON PAYNE LLC

Position: Receptionist

Hours: Non-Exempt, Part-Time, 30hrs/week

Principle Duties & Responsibilities

- **Hospitality**
 - Answer main phone line
 - Extend hospitality to clients
 - Know in advance what clients are expected; greet them by name
 - Welcome them to the office and extend them a beverage option
 - Ensure smooth transition to receiving party
 - Ensure reception area is tidy and brochures and candy are stocked
 - Ensure espresso machine is maintained (weekly cleaning) and beverage supplies stocked
- **Scheduling**
 - Schedule and confirm attorney appointments
 - Maintain attorney calendars
- **Mail**
 - Handle incoming and outgoing mail
 - Document and log incoming checks; send report to attorneys, business manager and office administrator; copy checks and deliver copies and checks to office administrator for deposit
 - Document and log all legal correspondence including engagement letters
- **Office Support**
 - Order and maintain office supplies
 - Maintain office equipment & machinery (replenish paper, toner, etc.)
- **Team Support**
 - Fulfill responsibilities as outlined in *Estate Planning Process* Document
 - Handle documents as instructed by other team members
 - Copying; filing; scanning; faxing; shredding, etc.
- **Data Base Management of CONTACTS**
 - Enter new contact information from business cards according to established protocol
 - Update existing contact information to meet established protocol

Education/Experience

Bachelor's degree and/or specialized certification preferred, but not required
Proficient in Microsoft Office Applications
Experience with application TimeMatters a plus, but not required

Skills

Ability to organize and prioritize a variety of work in an efficient and detailed manner
Strong communication skills – both verbal and written
Tact and diplomacy in dealing with clients/vendors
Ability to keep information confidential
Professional appearance and attitude

Relationships

As we are a small firm, it is important that positive relationships are maintained with all team members. Direct supervision of this position will be provided by the Business Manager.

2/20/2007