



## Receptionist / Assistant Position

July 19, 2017

### **About the Receptionist/Assistant at VERDIN:**

Verdin (located in Downtown Dallas) is an immigration law firm, looking for a full time receptionist. The person looking to apply must be energetic, motivated, and self-driven who loves working in a fast-paced environment. Applicants must be highly organized, able to multi-task, possess strong verbal and written communication skills and ability to solve problems quickly. Individuals must enjoy interacting with clients from all walks of life on a daily basis.

### **About the Position:**

- Greets incoming appointments and visitors
- Answers and routes phone calls
- Maintains reception and maintains consultations rooms for meetings
- Maintains Attorney's calendar
- Prepares new contracts
- Follows up with leads via phone/email/correspondence
- Receives payments
- Opens and distributes general firm's mail, faxes and other material
- Prepares and mails invoices
- Arranges travel schedule for attorneys
- Prepares new files
- Collects, analyzes, and summarizes data and trends for supervisor
- Complete various tasks assigned by upper management
- The firm reserves the right to modify duties and amend job description at evaluation time.

### **About You**

- Bilingual (English & Spanish)
- Strong verbal/written skills in Spanish and English
- Neat, polished, and professional demeanor
- Strong sense of customer service and able to work in team environment
- Detailed oriented

- Ability to multitask
- Excellent work ethic
- Ability to lift a minimum of 25 pounds
- Ability to type at least 55 WPM
- Proficient with Microsoft Word, Excel, & QuickBooks
- Available full time

Compensation Depends on Experience. If you think you are the person for this job, please send your resume and expected pay to [info@verdinlaw.com](mailto:info@verdinlaw.com) and type "Receptionist Position" on the subject line.