

OPPORTUNITY OVERVIEW

Harrison Estate Law, P.A. is a growing family business which advises clients across the state of Florida in the areas of estate planning, Wills, trusts, probate conflicts, and asset protection. Our Team works together to provide all-around probate and estate planning services while maintaining a positive, upbeat internal culture.

As our Receptionist, you will manage various aspects of our front office including assisting customers and our team. In addition to paid professional development training, we provide three weeks of PTO, paid holidays, the option to participate in our 401(k) retirement plan with 6% company match, a group long-term disability plan, life insurance, and enrollment with Celebrate Primary Care.

Apply today by submitting your resume/CV and a cover letter that includes the reasons you would like to join our team. If you don't have legal experience but do have administrative assistant experience, we're willing to train you and welcome you to apply.

POSITION SUMMARY

Harrison Estate Law's Receptionist is a team player that has exemplary attention to detail and discretion, a zest for learning, a passion for people, excellent written communication skills, and the ability to wear many hats. This role's main focus would be our front office, while supporting our team and maintaining an important level of confidentiality.

The majority of your job will consist of standard reception duties, including answering and returning calls, document management, scheduling, and organization of the front office.

To a much lesser extent, you'll help with proofreading and data entry. Our firm is growing, and we are looking for someone to grow with us in this role.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Cultivate and foster an organized and personable front office aligned with the vision of the organization
- Oversee our phone system, answering and returning any phone inquiries and interface with clients and external vendors
- Communicate respectfully and effectively while maintaining composure and discretion

- Perform standard clerical duties such as copying, scanning, and filing of paper and electronic documents and files; processing any incoming or outgoing mail and any other correspondence as needed
- Prepare copies, reports, and agendas as needed
- Ensure the accuracy of information when typing and proofreading all business correspondence
- Maintain our calendar by scheduling clients, appointments, meetings, deadlines, and events
- Make note of any deadlines or commitments and follow-up appropriately to ensure commitments are met

QUALIFICATIONS

Education & Experience Requirements

- Associate degree in the Liberal Arts or Business is preferred
- Minimum of two years of experience in an administrative capacity is required
- Experience with proofreading and business communications preferred
- Legal experience preferred, but not required

Skills & Abilities

- Superior written and verbal communication skills; ability to effectively advocate ideas and influence internal and external audiences with an attention to proper writing techniques.
- Excellent ability to prioritize and plan tasks, uses time efficiently, and plans or schedules appropriately
- Creative, resourceful, solution-oriented, and adaptable
- Sound judgment and analytical ability
- Ability to keep composure and professionalism while maintaining discretion
- Strives for continuous improvement of all office functions
- Ability to maintain security and confidentiality alongside the ability to inspire trust and confidence
- Self-motivated, organized team player who reacts well under pressure, accepts responsibility for own actions, follows through on commitments, works quickly and accurately, and completes work on time
- Adapts well to changes in the work environment, flexible, and consistent
- Reliable attendance and punctuality and is dependable.

Computer Experience

- Proficient with MS Office products
- Ability to type at least 40 cwpm

- Ability to perform basic computer setup

HOW TO APPLY

To apply, please send your resume/CV and a cover letter to jobs@harrisonestatelaw.com.