

Receptionist-Office Assistant

Careers First

INDUSTRY: employment placement agency

LOCATION: Santa Fe, NM

APPLICATION DEADLINE: 11/9/09

JOB TYPE: Part-time

WORK SCHEDULE: hours per week

JOB DUTIES: A personal injury firm needs a professional, reliable assistant. Job duties include but are not limited to: You will be the first impression of the office whether in person or on the phone. Assisting attorneys and paralegal staff with basic office responsibilities such as copy projects, filing and managing the mail. You will also learn a lot about legal files; opening and closing cases and filing procedures for more complex litigation files. Much of the work will involve communicating with medical offices to request medical records for the cases. Errands will also be part of the job so you must have a reliable car, clean driving record and have current insurance coverage.

MINIMUM SKILL REQUIREMENTS: You must be proficient with MS Word and Excel and will be trained on their in-house legal case tracking software system, Abacus.

PREFERRED SKILLS: Ideal candidates will have prior legal office or medical related experience.

WAGES: \$12-14/hour DOE + milage

BENEFITS: , , , ,

APPLY BY: Email, FAX, , , ,

REQUIRED DOCUMENTS: Resume, ,

CONTACT INFORMATION:

NAME: Shannon Boniface, Owner

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"Whatever you are, be a good one" -- Abraham Lincoln