

FRONT DESK SPECIALIST

Cosgrave Vergeer Kester LLP seeks a self-starting Front Desk Specialist with excellent communication skills to join our team. Competitive candidates must possess recent and relevant professional reception experience, including managing visitors, clients, telephone calls and messages, as well as offering high level administrative support, and providing excellent customer service. To be successful in this role, the candidate must also have proven, high-level Microsoft Office Suite skills.

The ideal candidate will:

- Greet clients and visitors with a positive, helpful approach. Ensure that the front desk is staffed 100% of the time, and phone calls are answered promptly, accurately, and professionally.
- Take proactive ownership of the front office: monitor and maintain lobby appearance, provide direction to visitors and staff as needed. Identify needs and resolve promptly.
- Notify work groups and human resources each morning of all staff absences and delays. Maintain precise electronic in/out board status of all attorneys and staff members.
- Receive and log daily faxes and deliveries, and notify recipients promptly. Follow up as necessary to ensure accurate and timely internal deliveries.
- Manage all conference room scheduling and ongoing updates. Create appropriate signage and direction to parties and staff as needed.
- Provide high-level administrative support to Human Resources, Marketing, and Accounting, and staff members, including database management, mailings, correspondence, and filing.
- Authorize and manage the parking validations, record-keeping and re-orders.
- Be a critical member of our Safety Committee leadership; assist in procedures and ongoing improvements.
- Train all new staff members on the features of the telephone system and voicemail.
- Have proven expertise in Microsoft Office: Excel, Word, and Outlook.
- Have hands-on skills with scanners, printers, copiers and computers.
- Be able to contribute positively as part of a team, and perform other tasks as directed.

Why join us?

If you want to be part of a well-established and growing law firm, and be part of a close-knit group, then this is the place for you! We offer a fast-paced, team-oriented and fun work environment with competitive compensation and a generous benefit package including medical, dental, life and disability insurance, 401k, paid time off and more.

Cosgrave is an equal opportunity employer. We welcome all applicants and strive to provide a

workplace in which all employees feel included, respected, and valued.

If you meet all of the above qualifications, please complete and employment application (located on our website at <http://cosgravelaw.com/careers>), and send it along with your resume and cover letter to humanresources@cosgravelaw.com. Applications must include all documents for consideration.