



LANDMARK STAFFING

Position: Bilingual Receptionist

Location: Grand Junction, CO

Type: Full Time

Wage: \$15.00/hour

Kain & Burke, P.C. is a busy four lawyer law firm. The law firm practices in a variety of areas including Estate Planning, Business Law, Family Law, and Civil Litigation.

Job Responsibilities:

- **Responsible for client contact and assistance with scheduling appointments and answering general questions**
- **Correspondences with phone calls and emails**
- **General office duties**

Job Requirements:

- **Professional dress attire**
- **Bilingual**
- **Background Check and Drug Test**
- **Reliable Transportation**

Knowledge, Skills, and Abilities:

- **Excellent oral and written communication skills**
- **Strong knowledge of Microsoft Office programs and willing to learn operating systems**
- **Answer phones, greet customers, and schedule appointments**
- **Time management skills**