



## LANDMARK STAFFING

**Position: Bilingual Receptionist for Law Office**

**Location: Grand Junction, CO**

**Type: Full Time Monday - Friday 8:00 a.m. - 5:00 p.m. (May close early on Friday)**

**Wage: \$16.65/ hour**

Local Law Office is seeking a bilingual receptionist to join their team. The ideal candidate will be fluent in both Spanish as well as English and possess excellent communication and organization skills. The receptionist will be the first point of contact for clients and visitors, ensuring a welcoming and professional atmosphere.

### **Job Responsibilities:**

- Greet and welcome clients and visitors in a courteous and professional manner
- Answer and direct phone calls in a multi-line phone system
- Manage and schedule appointments and meetings for attorneys
- Assist clients with inquiries and provide accurate information about the firm's services
- Maintain a clean and organized reception area
- Handle incoming and outgoing mail and deliveries
- Perform clerical duties such as filing, photocopying, and faxing
- Assist with administrative tasks as needed such as conducting conflict checks, and communicating with attorneys and paralegals, etc.
- Translate documents and communications between English and Spanish when necessary

### **Job Requirements:**

- High school diploma or equivalent, additional education or training in Administrative or similar field is highly preferred
- Proven at least 2 years of relevant work experience in administrative or similar
- Must be fluent in both Spanish and English
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Strong organizational skills and multitasking ability
- Ability to handle sensitive and confidential information with discretion and integrity