

# LEGAL RECEPTIONIST/ ADMINISTRATIVE ASSISTANT

Babst, Calland, Clements and Zomnir, P.C. is searching for a self-motivated **Legal Receptionist/ Administrative Assistant** in its downtown Pittsburgh, PA office.

## **Primary Responsibilities include, but are not limited to:**

- Answer, screen, and forward incoming phone calls.
- Greet, welcome, and direct visitors appropriately.
- Provide basic and accurate information in-person and via phone/email.
- Provide support with tasks such as preparing legal documents, scanning projects, and creating binders.
- Ability to learn and assist the Billing team with monthly billing and invoicing.
- Maintain a clean and presentable Reception area, order office supplies and keep inventory of stock.
- Perform clerical duties such as filing, scanning, photocopying, and faxing.
- Maintain security protocol by following established procedures.

## **Skills and Qualifications:**

- Experience as a Receptionist, Administrative Assistant, or similar role.
- Experience working in a law firm is preferred, but not required.
- Excellent computer skills; MS Office Suite and Outlook, etc.
- Strong orientation for quality customer service delivery, and pleasant attitude on phone.
- Solid written and verbal communication skills.
- Excellent organizational skills, attention to detail, and strong communication skills.
- Multitasking and time-management skills, with the ability to prioritize tasks.
- A client-focused attitude, flexibility, and the ability to multitask and manage priorities effectively.
- Ability to strictly maintain client and firm confidentiality.
- A satisfactory result on a post offer, pre-employment background screening.

## **Employee Benefits Include:**

- Health, vision, and dental insurance.
- Group life, AD&D, and LTD insurance.
- 401(k) Retirement benefits.
- Paid Time Off.

If interested, please submit your resume to [careers@babstcalland.com](mailto:careers@babstcalland.com).

*Babst, Calland, Clements and Zomnir, P.C. values and strives to be an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, sexual orientation, gender identity, age, national origin, disability, protected veteran status, or any other characteristic protected by law.*