

LEGAL RECEPTIONIST/ ADMINISTRATIVE ASSISTANT

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

Primary Responsibilities include, but are not limited to:

- Provide administrative support to attorneys in the office.
- Answer and forward incoming phone calls. Greet and direct visitors.
- Assist attorneys with tasks such as preparing legal documents, scanning projects, proof-reading, and creating binders.
- Prepare and maintain Excel documents, typically inputting data and using simple formulas.
- Work with PDF documents; convert Word documents, extract pages, create forms.
- Work with Word documents; track changes, format, and print documents.
- Entering, reviewing, and correcting attorneys' entries.
- Schedule client meetings, manage calendars, and handle expense reports.
- 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.

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.
- 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 with company match.
- Paid Time Off.
- Hybrid work environment.

If interested, please submit your resume to 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.