

Receptionist/Legal Secretary -

Looking for a self-motivated individual who is a self-starter and can work as a team member. Legal experience not required, **but preferred**. A brief job description is as follows:

- Answer incoming calls, unless otherwise directed.
- Perform other duties or tasks as assigned or requested by attorneys or legal assistants.
- Receptionist duties include greeting visitors, answering telephones and delivering incoming mail.

Minimum Requirements:

Must possess:

- Authorization to work within the United States.
- Computer skills utilizing WordPerfect, MS Word, Outlook, Excel and related MS software.
- Excellent knowledge of proper spelling, grammar and punctuation.
- Excellent attention to detail and proofreading skills.
- Ability to handle multiple tasks at one time.
- Excellent prioritization skills and the ability to manage a diverse workload for multiple people.
- Excellent organization skills.
- Ability to absorb information quickly and adapt to change.
- Ability to exercise good judgment and business acumen when interacting with clients, potential clients, guests of the firm and coworkers.
- Excellent communication skills, both verbal and written.

Interested candidates should provide a cover letter and résumé to:

Human Resources
Best, Heyns, Schroeder & Best, PC
410 South Jackson Street
Jackson, MI 49201-2217

or e-mail to dbest@bestlawpractice.com