

Legal Receptionist – In-Office (Miami, FL)

Are you a **people person** who thrives in a fast-paced environment? Do you love **multi-tasking, staying organized, and keeping things running smoothly**? Are you looking for a **team that values your hard work and dedication**?

If so, we'd love to meet you.

At **Elderly Care Law Firm**, we believe that our **Legal Receptionist** is the heart of our office. You are the first voice and face that our clients encounter, setting the tone for a **warm, professional, and welcoming experience**. We are looking for someone who is not only **highly organized and detail-oriented** but also loves handling multiple tasks at once and doing them well.

The right person for this role **thrives under pressure**, can juggle several responsibilities at the same time, and enjoys working in an **environment where no two days are the same**.

Above all, the ideal candidate will **align with our core values**:

- **Positivity** – Creating a welcoming environment for clients and staff, even during busy moments.
- **Dependability** – Being the reliable point of contact for clients, attorneys, and staff.
- **Initiative** – Anticipating needs and taking action without waiting for direction.
- **Attentive Communication** – Making clients feel heard, valued, and cared for.
- **Service-Mindedness** – Always looking for ways to **help, assist, and support** the team.

What You'll Be Doing

- **Being the Face of the Firm** – Greet clients in person and over the phone with warmth and professionalism.
- **Handling a High Volume of Calls** – Answer and direct phone calls, take messages, and provide information in a clear and friendly manner.
- **Scheduling & Calendar Management** – Set up client appointments, confirm meetings, and coordinate schedules for attorneys and staff.
- **Managing Office Flow** – Ensure the front office runs smoothly by directing visitors, organizing files, and handling incoming/outgoing mail.
- **Multi-Tasking Like a Pro** – Juggle multiple tasks at once while keeping everything **organized, efficient, and accurate**.
- **Assisting with Client Intake** – Gather client information, input data into our case management system, and ensure all necessary documentation is complete.

- **Supporting Attorneys & Staff** – Assist with administrative tasks such as filing, document preparation, scanning, and correspondence.
- **Maintaining Office Supplies & Organization** – Keep track of office needs and ensure everything is stocked and in order.

Who You Are

- **A Multi-Tasking Expert** – You love having multiple things to do and can **prioritize efficiently** without getting overwhelmed.
- **Energetic & Positive** – You bring **good energy to the office** and enjoy helping people.
- **Highly Organized & Detail-Oriented** – You **don't miss a beat** and keep things running smoothly.
- **Excellent Communicator** – You have a **professional yet friendly** phone manner and can communicate clearly with clients, attorneys, and staff.
- **Tech-Savvy** – Comfortable with **phones, computers, email, and case management systems** (training provided).
- **A Team Player** – You enjoy working **collaboratively** and supporting others to ensure success.
- **Reliable & Punctual** – You understand that being **on time and dependable** is key to keeping the office running efficiently.
- **Compassionate & Service-Oriented** – You genuinely care about **helping clients** and making their experience a positive one.

Why Join Elderly Care Law Firm?

At Elderly Care Law Firm, we know that our **Legal Receptionist is more than just a front-desk role – it's the foundation of our client experience.** When you join us, you'll enjoy:

- **A Friendly & Supportive Work Environment** – We treat our team **like family** and value a culture of kindness and teamwork.
- **Growth & Learning Opportunities** – We provide **training, mentorship, and career growth opportunities** within the firm.
- **Competitive Compensation** – Your **hard work and dedication** will be recognized and rewarded.
- **Full Benefits Package** – Including **health, vision, and dental insurance, 401(k) with employer match, and generous paid time off.**
- **A Meaningful Career** – You'll be **helping families navigate important legal matters** and making a real impact in people's lives.

How to Apply

If you are an **organized, energetic, and multi-tasking professional** who loves working in a fast-paced environment, we want to hear from you!

We can't wait to welcome the right person to our team!