

Job Description: Receptionist

Reports to:

Manager of Business Operations

Job Summary:

Provides general office support with a variety of clerical activities and related tasks. Receptionist will be responsible for answering incoming calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.

Tasks & Responsibilities:

- Greet & direct visitors to the appropriate staff member
- Answer incoming calls and forward to appropriate staff member
- Manage Partners' calendars for both Molera Alvarez and Urias Communications
- Taking or delivering messages or transferring calls to voicemail when a staff member is unavailable
- Scheduling conference rooms
- Assist with administrative tasks such as copying, faxing, scanning or filing
- Receives, sorts and distributes mail
- Maintain office supply inventory and office cleanliness
- Answer any general emails or voicemails received
- Other duties as assigned

Job Qualifications:

- Polished professional
- Collaboration skills

- High level of proficiency with office PC applications, such as Word, Excel, Outlook, Powerpoint etc.
- Demonstrated organizational, coordinating and personal interface skills
- Proven job dedication and attention to detail
- Technical capacity
- Communication proficiency

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday 9:00AM to 5:00PM.

Education Required:

- High School diploma or equivalent

Experience Required:

- Any prior experience related to Molera Alvarez or Urias Communications fields of expertise are a plus
- Prior experience as a receptionist or administrative role are preferred

Application:

To apply, please e-mail a resume and brief cover letter to em@ma-firm.com by Wednesday February 15, 2017.