

# CAPELL & HOWARD P.C.

## ATTORNEYS AT LAW

Capell & Howard, P. C., with its principal office in Montgomery, Alabama, has served its clients for over 75 years in a wide range of practice areas. The firm has 38 attorneys and 27 non-attorney employees. The firm is seeking to hire a receptionist.

### **RECEPTIONIST/ADMINISTRATIVE ASSISTANT**

The firm is seeking a reliable and professional individual to act as the firm's receptionist/administrative assistant. The candidate must be personable, professional and project a positive attitude. This is a full-time position working 40 hours a week with excellent full benefits.

#### **Duties and Responsibilities**

- Welcome clients and visitors in the front lobby
- Remain attentive and responsive to guests and ongoing meetings in conference rooms
- Answer the main phone line and direct calls as appropriate
- Respond to all client inquiries in a polite and timely manner
- Manage the firm's conference room reservations
- Arrange catering for lunch meetings and other events as necessary
- Assist attorneys and secretaries with various projects including creating and producing Word documents and closing client files

#### **Qualifications and Requirements**

- High School diploma or the equivalent
- At least 2-3 years of experience in a professional office environment or customer service setting is preferred
- Intermediate skills in Microsoft Office, Word, Outlook and Excel

- Verbal and written communication skills to interact clearly with clients, vendors and other employees
- Patience and listening skills to respond appropriately and interact positively with upset guests
- Good interpersonal skills to create a pleasant experience for all guests

## **Benefits**

Capell & Howard offers eligible employees a benefit package that includes medical, life insurance, long-term disability, retirement plans and a medical reimbursement plan. Other insurance options are available at the employee's expense. We also provide paid vacation, sick leave and holidays.

## **To Apply**

Interested candidates should email a cover letter and resumé to [Career@chlaw.com](mailto:Career@chlaw.com). No phone calls, please.

***Note:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*