

Position Available: Office Coordinator/Client Service Specialist
Office Location: Encino
Start Date: Immediate
Compensation: \$12.00-13.00
Benefits: Medical, Dental, Vision, Supplemental, 401k, Vacation & Sick Time

Office Coordinator:

Growing court reporting agency searching for an amazing part-time Receptionist/Office Coordinator for our Irvine location. We are searching for a candidate with excellent interpersonal and customer service skills that thrives in social environments and can also work alone.

Successful candidates will have previous court reporting and/or legal experience. Strong spelling and grammar skills are important and familiarity with legal terms is beneficial. The ability to operate office equipment and multi-line phone systems is needed.

Since this position requires a candidate that will often be a visitor's first business contact with the court reporting firm, a professional appearance and polished demeanor are important. Other personal traits necessary to the job are: respect for confidentiality and discretion; attention to detail; positive, upbeat, likeable attitude; patience in dealing with difficult visitors; dependability.

Position duties include but are not limited to: greeting clients and visitors and answering visitor inquiries; answering and routing incoming calls on a multi-line telephone system; scheduling and routing clients; maintaining conference rooms; maintaining the waiting area, lobby, mingling area or other public areas; serving lunch, snacks and beverages to guests; set up, tear down and clean-up of client breakfasts and lunches; maintaining and ordering supplies; scanning, photocopying, faxing and filing documents; collecting and routing mail and hand-delivered packages; handwriting thank you cards, hand deliveries of transcripts or appreciation gifts to clients, documenting late copy order requests; research and follow-through of client inquiries and requests; assist calendar team with settings and research needs; assist other departments as requested.

Standard hours will be Monday-Friday from 11:30 am – 5:30 pm, but the schedule will change based upon office and deposition needs, with possible additional hours available weekly, normally later into the day.

Benefits: Medical/Dental/Vision, Supplemental Insurances and 401K.

