

NIELSEN MERKSAMER

NIELSEN MERKSAMER PARRINELLO GROSS & LEONI LLP

Receptionist

This is a great opportunity for someone looking to launch their career or for a more experienced individual ready to get out of the house. Enjoy the incredible experience of working across from the capitol building, near great restaurants, and the downtown/midtown vibe. Generous benefits with paid parking in a fully vaccinated office.

Responsibilities

- Answering telephones, routing calls
- Greet clients (minimal during pandemic)
- Receive, sort, and distribute daily mail/deliveries
- Update logs and databases
- Order office/kitchen supplies and keep inventory of stock
- General clerical duties such as filing, photocopying
- Prepare conference room for meetings
- Maintain office equipment
- Order lunches
- Routinely sanitize common surfaces
- Occasional errands
- All other duties as assigned

Requirements

- Pleasant and professional attitude and appearance
- Dependable with excellent attendance
- Resourceful, organized, and willing to learn
- Proficient in Microsoft Office, Outlook, Excel, and Word
- Adhere to strict confidentiality requirements
- Experience with office equipment
- Solid written and verbal communication skills
- Office concierge spirit
- High school degree with some college preferred.
- Prior experience as a receptionist desired
- Fully vaccinated

Application Process: please provide your resume, a cover letter, and references to jhowe@nmgovlaw.com.