

Huguenin Kahn LLP, a business and civil litigation law firm servicing California, Washington and DC is looking to hire a full-time receptionist for its Roseville-based Northern California office. The candidate for this position must be able to:

- Maintain confidentiality of our clients;
- Operate a multiline telephone switchboard, and greet clients and visitors;
- Politely answer and direct telephone calls to appropriate party;
- Have excellent computer and organizational skills;
- Accept, sign and log packages, mail, faxes, etc., and timely dispatch to addressee;
- Assist records department with filing and other support personnel with special projects; and
- Maintain lobby, conference room, and kitchen in an orderly manner.

The ideal candidate will be detail-oriented, able to multi-task, have a positive attitude, and strong verbal and written communication skills.

Interested candidates should submit a resume to Diane Tofft, Director of Administration, at dtofft@hugueninkahn.com or via fax to (916) 367-7491.