

BOUTIN JONES INC.
Office Services Support

Boutin Jones has an opening for a position in Office Services Support.

DUTIES:

- Courier Responsibilities
 - Document filings and deliveries to various courts and administrative agencies
 - Runs for Administrative Supplies
 - Deliveries to Offices and Residences
 - Trips to County and State Law Libraries
- Kitchen Maintenance/Cleaning
- Maintain/Clean Conference Rooms
- Stock Supply Rooms
- Assist With Processing Daily Mail
- Backup Receptionist
- Copy and Scanning Projects
- Assist with in-house filing
- Other duties as required

REQUIREMENTS:

- High School Diploma
- Basic knowledge office equipment – copy machines, scanners, printers, phones
- Beginning to Intermediate experience with Microsoft Excel, Word and Outlook
- Ability to lift up to 30 lbs.
- Must have own transportation, California Driver's License and proof of insurance

This is a full-time position. Interested applicants should email a resume and cover letter to pocampo@boutinjones.com.