



The Virginia Beach office of Kaufman & Canoles is seeking a **Receptionist**. The receptionist provides general office support with a variety of administrative and related tasks. Responsible for answering incoming calls, directing calls to the appropriate personnel, setting up and cleaning up conference rooms, kitchen organization and cleaning, supply inventory and stocking, processing outgoing postal mail, sorting inter-office and incoming postal mail, check requests, accepting payments from clients, supporting the Attorneys with various tasks such as time sheets, pleading indexes, folder labels, copies/prints and other duties as assigned. Must maintain positive contact with attorneys, support staff and clients; observes confidentiality of client and firm matters. Candidates should be proficient in Microsoft Office 2016, have excellent communication and writing skills and exhibit attention to detail.

RESPONSIBILITIES:

- Interacts with the clients via telephone, email and in person.
- Operates standard office equipment, including personal computer, copier, scanner, and telephone.
- Reviews, sorts and dates mail.
- Arranges and schedules client appointments using KCI Reservation.
- Assists in the preparing for and setting up meetings.
- Cleaning and inventory of kitchen areas, conference rooms and supply areas.
- Coordinates daily catering orders and pays monthly catering house accounts.
- Assist in light typing, filing and making copies for attorneys.
- Performs a variety of other administrative tasks as assigned.

QUALIFICATIONS:

- Legal industry experience preferred.
- High school diploma or equivalent required.

- Previous client/customer service is a plus.
- Exceptional written and oral communication skills.
- Excellent organizational skills, strong ability to multi-task and attention to detail.
- Demonstrate proactive approach to problem-solving with strong decision-making capability.
- Operational knowledge of standard office equipment including copier, scanner, and telephone.
- Proficient in Microsoft Office 2016 and Outlook.
- Ability to routinely lift, carry, push, pull, slide materials weighing up to 25 lbs.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.