

Smith Marion & Co., LLP Job Description

RECEPTIONIST

TITLE: Receptionist
CLASSIFICATION: Full-time, nonexempt
REPORTS TO: Firm Administrator

SUMMARY OF RESPONSIBILITIES

The receptionist provides general office support with a variety of clerical activities and related tasks. They will be responsible for answering incoming calls, directing calls to appropriate staff member, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.

ESSENTIAL FUNCTIONS

- Answer telephones and direct clients to the appropriate staff member. Takes messages and/or forwards caller to appropriate voicemail box, when staff is unavailable.
- Receive and transmit telephone, fax, and email messages accurately and promptly, using the telephone, message pads, fax machine, copy machine, and workstation computer.
- Provides callers with company information such as address, directions, fax numbers, website, and other related information.
- Greet and escort clients and visitors in a prompt, professional, and friendly manner.
- Mail distribution (incoming/outgoing mail, including express items).
- Assists in the ordering, receiving, stocking and distribution of office and break room supplies.
- Maintain Firm Lobby (open/close blinds, locking door, turning off lights, and watering plants).
- Perform a variety of other clerical duties as assigned.

JOB QUALIFICATIONS

- Have excellent communication skills.
- Punctual.
- Ability to perform tasks with ease and professionalism.
- Ability to effectively operate office equipment and computer programs.
- Ability to type 30 words per minute.

WORKING CONDITIONS

- Stationed at front desk approximately 95% of working time.
- Must present a positive public image that enhances the client's perception of the employee and the firm as a whole.
- Occasional overtime hours required.

EDUCATION / EXPERIENCE

- Possession of a high school diploma or equivalent (GED).
- Possession of organizational skills.
- Ability to work independently on assigned task as well as to accept direction on given assignments.
- Able to work effectively with staff members and clients.

The above noted job description does not list all the duties of the job; you may be asked to perform other assignments and duties. This job description is intended to give a general sense of the responsibilities and expectations associated with the position. You will be evaluated in part based on your performance of the tasks listed above. The firm's management has the right to revise this job description at any time.