

## **Receptionist/Legal Assistant/Paralegal**

Barbur Laskey LLC – Milwaukie, OR

We are looking for a full-time, organized, and motivated receptionist/legal assistant/paralegal for our boutique estate planning and probate law firm in our Milwaukie office. This position provides a broad spectrum of services under the supervision of attorneys and includes front desk and reception duties. This position has the potential for upward growth with the firm.

### **Responsibilities**

- Answer and direct phone calls; take and relay messages
- Provide administrative support to lawyers
- Handle communication with clients in a timely manner
- Draft and file basic legal documents and correspondence
- Schedule appointments, monitor deadlines and manage calendars
- Greet visitors and clients as they enter the office
- Perform data entry and general administrative tasks

### **Skills**

- Excellent organizational skills
- Attentive to detail
- Professional demeanor
- Computer literacy
- Proficiency in English
- Ability to multitask and meet deadlines
- Team player
- Willingness to learn new skills and grow in a small office environment

Benefits:

- Health insurance
- Paid time off
- Retirement plan

Schedule: M-F

Salary: \$20.00 - \$25.00 per hour