

RECEPTIONIST / OFFICE SERVICES

Somach Simmons & Dunn, a mid-size environmental law firm, seeks a part-time receptionist / office services person. This is an in-office only position with some flexibility for a 20-30 hour work schedule Monday through Friday. Legal office experience is preferred but not required. This individual will work closely with all office personnel including attorneys, paralegals, and administrative staff. Essential functions include: greeting clients and visitors, answering visitor inquiries, handling all incoming calls on a multi-line telephone system, maintaining and scheduling conference calendars, coordinating and supporting all general office functions including filing, office supply ordering and stocking, office equipment support, incoming and outgoing mail processing, etc.

Requirements: A minimum of two years' experience within an office environment. Organizational skills to work independently and meet deadlines. Time management skills to handle multiple tasks accurately. Must be computer literate and proficient with email, calendaring, Microsoft Office, and multi-line phone systems. Must be detail oriented and have ability to work in a fast-paced environment. Team player attitude is essential. We are looking for someone who can work independently and anticipate the needs of others. This is a great opportunity for a self-starter looking to provide administrative support throughout an entire office to all levels of personnel.

Somach Simmons & Dunn offers an excellent work environment with competitive salary and benefits including paid parking.

Somach Simmons & Dunn is committed to being an equal opportunity employer and providing a work environment free of discrimination, harassment, and retaliation. Interested candidates should send their resume with cover letter including salary requirements to iestrada@somachlaw.com or Somach Simmons & Dunn, Attn: Human Resources, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 (no phone calls please).