

Part-Time Legal Receptionist

This position is part-time (20 hours per week) and provides general administrative and receptionist support. The primary duty is to act as Receptionist, answering a multi-line telephone and greeting visitors. Office hours are 8:30AM to 5:00PM. This position is expected to work a minimum of 3 hour time intervals each day. The receptionist duties include, but are not limited to:

- Welcome in-person visitors and escort them to the proper conference room or attorney office;
- Relay caller names and context to call transferee;
- Clean up kitchen, copy room, lobby, conference rooms, and other common areas throughout the day, especially following meetings;
- Distribute deliveries and office supply ordering;
- Forward voicemails and faxes throughout the day to appropriate recipient.

The Legal Receptionist will also perform additional duties, including:

- Retrieval and delivery of mail and court or agency filings;
- Sorting, scanning and electronically filing insurance files and documents;
- Formatting and editing documents;
- Updating office manuals;
- Other administrative assistance and law firm projects, as requested.

Essential Skills

- College student working toward Bachelor's degree preferred;
- Proficient in Microsoft Office;
- Excellent communication skills in a fast-paced environment;
- Lift up to 30 pounds;
- Walk up to 20 blocks round-trip while carrying up to 15 pounds;
- Maintain professional and courteous manner with those internal and external to HQ;
- Possess excellent organizational skills and independent problem-solving skills.

The ideal candidate will be able to communicate with callers and walk-in visitors, be detail-oriented and able to frequently switch between tasks, and be extremely reliable. To apply, please email your cover letter and resume to Kim Brown at kbrown@hq-law.com.

[Hawks Quindel](#) is a Wisconsin law firm representing individuals in employment, family, disability, workers compensation, social security, personal injury and criminal legal matters. The firm also represents labor unions. Through our Madison, Milwaukee, Eau Claire, and Appleton offices, we help organized labor and individuals statewide prevail in their legal challenges. Our [Madison](#) office includes fourteen attorneys. We focus internally on teamwork and offer a very collegial atmosphere. Our attorneys and staff take great pride in assisting clients through difficult legal situations.