

Position Title: Receptionist

Since 1963, our firm has remained steadfast and proud of our history of providing excellent counsel to serve the legal needs of our community. Representative of the diversity of Hawai'i, we are a fusion of cultures and backgrounds, and offer multidisciplinary resources for our clients. Our founders left the office each day proud of what they accomplished, and we continue to follow their example to carry forward their legacy and the true spirit of aloha.

Job Purpose:

The purpose of the Receptionist is to serve as the arrival and departure point of contact for all visitors and staff throughout business hours to provide a welcoming impression and overall positive environment within the lobby and extended office space. This role is fundamental in providing smooth operations in the reception area and general assistance to the team.

Duties & Responsibilities:

- Warmly greets and welcomes all arriving clients, visitors, vendors, and staff and assists with initial directions and/or questions. Provides parking validation and additional documents, as needed, to exiting visitors.
- Answers a multi-line phone system in a timely manner and processes calls efficiently through transfers, paging, and/or direct assistance. Manages and distributes general mailbox voicemail messages.
- Accurately tracks employee movements in and out of the office throughout the day for attendance purposes.
- Assists with general clerical and administrative duties including, but not limited to, data entry, mail processing, file generation, labels, and scanning.
- Maintains clear communication with staff to encourage efficient processes at the reception desk.
- Additional duties as assigned by Office Manager and/or Administrative Staff.

Qualifications:

Minimum qualifications required include:

- General office and clerical skills including, but not limited to, phone systems and etiquette, basic typing, data entry, filing, record keeping, and sorting.
- Proficiency with standard office equipment such as desktop computers, copiers and scanners.
- Working knowledge of MS Office products (Word, Excel, Outlook, Teams).
- Ability to adhere to established procedures, accept ongoing guidance, and follow instructions/directives. Comfortable with multi-tasking and prioritizing tasks.
- Punctuality with a strong attendance record.
- High School Diploma or equivalent.

Preferred qualifications:

- 1 year of previous reception and/or legal industry experience.
- Working knowledge of ProLaw.
- Ability to type a minimum of 40 words per minute (wpm).

Working Conditions:

This is a Full Time, Non-Exempt position working Monday through Friday 7:30am – 4:30pm with a one hour lunch period. All work will be performed in a secure, climate controlled office setting. Participation in non-office events, such as firm community service, may be outdoors or in other conditions. Additional hours may be requested dependent on firm needs.

Physical Requirements:

This position requires the ability to work in a seated, sedentary position for a majority of time, however, tasks will also require standing and walking throughout the office periodically. Must be able to lift/move a minimum of 20 pounds and maintain a sense of spatial awareness for security purposes.

What do we offer?

As a mid-sized, well established law firm, we offer the opportunity to work within a diverse and supportive team. Our benefits package includes medical, dental, and vision coverage, 401(k) and flexible spending plans, as well as paid vacation and sick leave options. **Please note, this position does *not* provide parking.**

Pay Range:

Starting from equivalent to \$36,000.00 annually (\$17.31/hour). Pay commensurate with experience.