

## **Geraci Law Firm is seeking an Operations Administrative Assistant!**

We have been branded the “*un-firm*” here at Geraci Law Firm. What does that mean? I guess you have to see for yourself. We are seeking applicants who work hard, play hard, and are dedicated to their job. We want someone who is seeking a professional workplace, but also a playful and enjoyable work environment. Like what you hear? Give us your resume and why you believe you would be a good fit!

### **Job Duties:**

- Welcomes visitors by greeting them & answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures.
- Assist Receptionist with phone calls if needed.
- Handles all incoming and outgoing mail daily.
- Schedule meetings.
- Maintains office in order daily.
- Reviews office supply inventory and places orders to meet the needs of the office.
- Assists Office Manager with day to day operations.
- Assists in the set-up and clean-up of company events.
- Manifest and prepare documents as required.
- Maintain office equipment.

### **Qualifications:**

- High School Diploma
- Minimum of 1 year of administrative experience
- Exceptional attention to detail
- Ability to organize and create orderly systems
- Experienced in computer technology
- Must have good verbal and communication skills and effectively communicate in person
- Familiarity with office equipment (i.e. printers, postage machines)
- Positive, high energy attitude

**Physical Demands:** The employee will occasionally be asked to stoop, kneel, crouch, and lift objects up to 25 lbs.

**Hours:** 8:30am -5:00pm, Monday-Friday

**Job Type:** Full-time

**Salary:** \$15.00 /hour