



## RECEPTIONIST/LEGAL ASSISTANT/OFFICE SVCS. COORDINATOR – BRUNSWICK

We are seeking a Receptionist/Legal Assistant/Office Services Coordinator for our Brunswick location. As the first face and voice of the Firm, the Receptionist/Legal Assistant/Office Services Coordinator will present a polished and refined appearance and act in a courteous, professional, and respectful manner at all times. The Receptionist/Legal Assistant/Office Services Coordinator will create a warm, welcoming environment in the Firm's reception area and be responsible for handling all telephone calls, greeting and assisting clients and guests of the office, and receiving and distributing all mail, hand deliveries, and incoming faxes at the time of receipt. The Receptionist/Legal Assistant/Office Services Coordinator will also maintain the Brunswick office's bank accounts, coordinate operational aspects of the Brunswick office, and provide administrative support in a variety of capacities, including conflict checks, opening new client matters, billing, correspondence, and retiring files.

Specific duties are as follows: Receptionist duties - strictly adhering to attorney ethical guidelines and maintenance of confidentiality with respect to firm clients and firm business operations; expedient handling of all incoming calls, mail, deliveries, and faxes; transcribing accurately and promptly transmitting messages to attorneys/recipients; greeting clients and guests and announcing their arrival to the appropriate person; making clients and guests comfortable during waiting period by pointing out the closet, asking them to be seated, offering beverages; assisting others with projects, duties, and tasks that include, but are not limited to, data entry, updating spreadsheets, document production and management, book filing, mailings, compiling printed materials, and research of non-legal matters; keeping records of all deliveries for attorneys or their staff, notifying the appropriate person of arrival and holding items to be picked up by clients or their agents; keeping reception area neat - disposing of outdated materials from tables, assisting with other general office memoranda for delivery, using the in-house mail system; promptly reporting to the supervising attorney on matters potentially affecting the Firm's positive reception of and professional image to visitors and callers; and maintaining conference room schedules. Legal Assistant duties - strictly adhering to attorney ethical guidelines and maintenance of confidentiality with respect to firm clients and firm business operations; coordinating monthly billing for attorneys; initiating and responding to telephone calls, handling mail, initial drafts of correspondence; checking for conflicts, drafting engagement and disengagement letters, opening new matters, creating and maintaining standardized case files, retiring files; scheduling and making all necessary arrangements for meetings, calls, conferences with clients and others; creating work product and displaying conduct consistent with Firm values, policies and procedures; assisting with office support tasks such as filing, copying, and assisting with time-sensitive projects in order to meet deadlines; and other duties and projects as assigned. Office Services Coordinator duties - maintaining the client advance, closing and trust, and general office checking accounts - includes check writing, assembly of documentation and accurate maintenance of registers and petty cash, processing check requests,

and notifying Accounting department of checks written for posting; maintaining trust accounts and ledger sheets for trust income/expense for clients; coordinating with IT for equipment and services as needed; and providing office administration services such as ordering supplies, stocking office grocery items, scheduling maintenance and cleaning, and coordinating office activities, etc., as needed.

The successful candidate will possess the following: a high-school diploma or equivalent is required; an advanced degree or certification in legal or related studies desired; high degree of accuracy and thoroughness in work product; excellent written, oral communication, proofreading, and interpersonal skills; skilled in the use of modern office equipment and computer software programs; demonstrated ability to handle work efficiently and confidentially; ability to be productive in a fast-paced environment and to work under pressure; ability to meet deadlines and work efficiently with accuracy; temperament conducive to collaborative teamwork and work with employees at all levels; proficiency with Microsoft Office suite; valid Maine driver's license and a reliable vehicle to use for Firm-related activities; and ability to follow instructions and to ask questions when instructions are unclear.

Competitive compensation and benefit package offered. Flexible Benefits Plan includes employee group health, dental, life, short-term and long-term disability insurance, medical and dependent care reimbursement plans, health savings account, and long-term care insurance. In addition, the firm provides a generous 401k plan and paid leave policy.

Please submit résumé and professional references in confidence by May 28, 2018, to:

Eaton Peabody, Human Resources  
PO Box 1210, Bangor, Maine 04402-1210  
or email to  
[tbrown@eatonpeabody.com](mailto:tbrown@eatonpeabody.com)

No phone calls or walk-ins please  
Equal Opportunity Employer