

**Job Title:**

Client Service Coordinator

Overview:

At Paule, Camazine & Blumenthal, we prioritize a workplace that values each person's skills and potential. Grounded in honesty, integrity, cooperation, and professionalism, we aim to provide everyone with access to opportunities. This position reflects these values, presenting a chance to develop and make an impact with your unique expertise and abilities.

Join us and become a member of our mission-driven team, which values collaboration and ongoing growth.

Key Responsibilities:

- Greet clients, visitors, and guests; determine the purpose of each visit and direct or escort them to the appropriate location.
- Answer, screen, and direct phone calls to staff; take messages and schedule appointments.
- Receive mail, documents, packages, payments, and courier deliveries, and deliver or distribute items accordingly.
- Maintain the reception area and conference rooms, including preparing refreshments for meetings and mediations.
- Manage and maintain conference room calendars.
- Assemble informational and new client packets for clients.
- Perform conflict checks and enter new appointment information into the database.
- Provide administrative and clerical support.

Required Key Skills and Qualifications:

- Ability to work independently and as part of a team
- Exercise a high level of discretion, confidentiality, sensitivity, and integrity
- Strong interpersonal skills and the ability to communicate verbally and in writing
- Proficiency with Microsoft Suite (Word, Excel, Outlook)
- High school diploma or equivalent

What We Offer:

- An inclusive atmosphere prioritizing both individual and collective achievements.
- Professional development opportunities designed to assist you in attaining your career aspirations.

Work Environment

This position operates in a professional office environment. This role routinely uses standard office equipment, such as phones, computers, and photocopiers, as well as non-hazardous cleaning materials, including residential-grade dish detergent, dusting spray or wipes, glass cleaner, and antibacterial wipes.

Physical Demands/Requirements:

This is largely a sedentary role; however, some facilities maintenance is required. This would require good manual dexterity and the ability to move objects, use abdominal and lower back muscles to provide support, and hold and manipulate objects while standing.

- Constantly receives and relays information by phone and in person.
- Remains in a stationary position 70% of the time.
- Occasionally positions self to clean and organize workspace and conference rooms, including under the desk, under tables, and at the sink.
- Occasionally lifts boxes and other objects weighing up to 15 pounds.

Commitment to Inclusion:

At Paule, Camazine & Blumenthal, we prioritize a skills-first approach in recruitment and employment. This emphasizes your capabilities and growth potential over conventional metrics. Our commitment lies in following anti-exclusion practices, dismantling access barriers, and improving opportunities for everyone based on their merit and potential.

Interested in applying? Submit your resume at joconnell@pcblawfirm.com. We look forward to welcoming you!