

## Hiring a Superstar Receptionist/Legal Assistant

Do you want to help people who are in a difficult and life altering situation? Do you want to fight for someone else's rights against the largest corporations in the world?

We are an entrepreneurial personal injury law firm that is on track for aggressive growth and we need an experienced receptionist/legal assistant to join our team and be a total superstar – working directly with the owner to support the team and help our clients.

We want to be known for helping our clients recover from trauma, move forward with their lives and plan for their futures, and that they had a team behind them that really cared and fought for them. We are growing fast and we need a Receptionist/Legal Assistant who can hit the ground running.

If these statements appeal to you, then you may be our Superstar:

- You think in terms of outlines, chronologies, and indexes.
- You see an opportunity for organization where other people see a mess.
- You understand that sometimes it's OK to leave a message, but sometimes you gotta keep trying until you speak to a person.
- You smile when you answer the phone.
- You are an amazing scheduler with a sickening degree of attention to detail.
- You are very good with calendars, e-mail, spreadsheets, word processing, and the internet.
- Your middle name is "No Drama."
- You are an awesome juggler of tasks and can change gears quickly.
- You do not think scanning and copying are "beneath you."

We love to help people learn and grow. We need a Receptionist/Legal Assistant with experience in personal injury. The ideal candidate will be able to take initiative on work that needs to be done and complete tasks with minimal hand-holding.

This is a part-time job that will quickly transition to a full-time job where you are expected to manage a caseload, so you absolutely must be able to work \*in the office\* for 40 hours per week. Initial employment compensation will be based your experience, with opportunities for increases after that. There is an opportunity for bonus compensation for those who can demonstrate their profitability.

If this exciting opportunity appeals to you, please follow the instructions listed below. APPLICATIONS THAT DO NOT FOLLOW INSTRUCTIONS WILL NOT BE CONSIDERED.

Prepare a cover letter with no more than TWO paragraphs and a closing sentence. In the first paragraph explain what you believe are the 3 most important qualities needed in someone who works with personal injury law clients and why you believe they are the

most important qualities. In the second paragraph, explain why you applied to this particular ad. As a closing sentence please write, "I have read the instructions contained in the job posting and have followed the instructions."

Do not send your resume through this website. Email your resume and cover letter in PDF format to [jjraal@comcast.net](mailto:jjraal@comcast.net). The subject line of the email should have your last name (all caps), followed by the position you are applying for in lower case, followed by one word that you would use to describe yourself in all caps. [For example: SMITH receptionist/legal assistant AWESOME]

We look forward to reviewing your application.