



## Receptionist/Clerical Assistant (Bilingual English/Spanish)

Shaheen & Gordon, P.A., Attorneys at Law, is seeking a full-time Receptionist/Clerical Assistant to work in the Manchester, NH office, working Monday through Friday 8:30am – 5:30pm. To be successful in this role the candidate must demonstrate the ability to work as a member of a team, in addition to working independently. Being fluent in Spanish would be beneficial, but not a requirement.

### Responsibilities

- Greet clients and maintain the reception area
- Open and distribute incoming mail
- Take the mail at the end of the day
- Order all office supplies
- Requesting medical records and bills
- Organization of medical records and bills
- Assist legal assistants/paralegals with personal injury files

### Required Skills/Abilities

- Must have excellent phone skills, interpersonal and organization skills
- Must have excellent typing skills
- Must have computer skills using Microsoft Word/Outlook, Excel
- Must have strong attention to detail and be able to multi-task
- Must be able to meet deadlines
- Have a professional and friendly attitude

### Education/Experience

- High School diploma or equivalent required
- Have at least 1 year experience in an office environment

Shaheen & Gordon is an Equal Opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), gender identity or expression, national origin, citizenship, veteran status, age, physical or mental disability, genetic information, marital status, sexual orientation, or any other consideration made unlawful by applicable federal, state or local laws in all aspects of employment, including but not limited to recruitment, hiring, training, evaluation, transfer, promotion, discipline, compensation, termination, and layoff.

Shaheen & Gordon presents a pleasant, supportive, challenging, non-smoking work environment. Salary commensurate with experience, with excellent benefits including health insurance, flexible spending account, and 401(k) plan employer match. Please email your cover letter, resume and references to [recruiting@shaheengordon.com](mailto:recruiting@shaheengordon.com).

No phone calls or agencies please.

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