

 **Job Title: Receptionist**

 **Location: Downtown Dadeland, Miami, FL**

 **Schedule: Full-Time | Monday–Friday 8:30 – 5:00**

About Us:

We are a growing and fast-paced law firm located in the heart of Downtown Dadeland. Our team is dedicated to providing exceptional service and a welcoming environment for all clients and visitors. We're currently looking for a professional and friendly Receptionist to be the face of our office and provide top-tier front desk support.

Key Responsibilities:

- Greet clients and visitors with a warm, positive attitude
- Answer and direct phone calls promptly and professionally
- Receive and sort daily mail and deliveries
- Maintain the reception area's appearance and organization
- Assist with administrative tasks as needed

Qualifications:

- High school diploma or equivalent
- Previous receptionist or customer service experience preferred
- Excellent communication and interpersonal skills
- Strong organizational abilities and attention to detail
- Proficient with Microsoft Office (Word, Outlook, Excel)
- Bilingual (English/Spanish) is a plus

What We Offer:

- Competitive salary and comprehensive benefits package
- Friendly and supportive team environment
- Convenient location near public transit and parking

To Apply:

Email: Aquintero@fieldshowell.com