

JOB DESCRIPTION AND POSITION POSTING
CLIENT SERVICES – PART TIME (15 hours per week)
Applications accepted until 10/24/11



Gary L. Winter, Inc.
a professional corporation

The Law Offices of Gary L. Winter, Inc. www.garywinterlaw.com www.facebook.com/garywinterlaw is a rapidly growing, progressive, technology savvy law practice which works in the areas of Business, Real Estate and Wills & Trusts. The firm performs some in-court litigation services but also serves as out-of-court counsel to business owners, real estate developers and landlords and families with estate planning or administration needs. The firm is seeking a Part Time Client Services Assistant. Pay depends on experience and qualifications. The Client Services Assistant position reports to the Client Services Director and performs the following functions: Reception, Client Intake, and Front Office Administration.

Reception / Client Intake:

Very important position for our firm!

You will: greet clients who arrive in person, correspond with prospective clients by phone, schedule initial appointments, follow our client engagement system, and prepare welcome packets.

You are: poised, professional, good listener, engaging in person and over the phone, sales-savvy, able to close, persuasive, very internet savvy, able to work with advanced functions of Word, Excel and Adobe.

Front Office Admin:

You will: open and close the office, process mail, file, scan, answer phones, calendar appointments, create new files, close old files, make copies, inventory and stock supplies.

You are: super organized, fast, great multi-tasker, a list-maker and detail-oriented, able to see something that needs to be done and do it, very productive, not cluttered, not sloppy.

Applications accepted until October 24, 2011.

Late applications will not be considered.

IF YOU ARE INTERESTED IN THIS POSITION PLEASE FORWARD YOUR RESUME VIA EMAIL OR FAX TO:

Megan Kozielski, Client Services

megan@garywinterlaw.com, fax (559) 354-5278

No calls please. Telephone interviews will be conducted for qualified applicants based on resume.