

## Receptionist, *Full-Time*

The Legal Aid Society of Greater Cincinnati seeks a full-time Receptionist. Legal Aid is a non-profit law firm with two offices (downtown Cincinnati and downtown Hamilton). Together with our affiliate (Legal Aid Society of Southwest Ohio, LLC), we employ a staff of about 89, including 40 attorneys, 14 paralegals, and management, administrative, and support staff. Legal Aid provides civil legal aid services to low-income persons in seven southwest Ohio counties. Visit our website at [www.lascinti.org](http://www.lascinti.org) for more information about Legal Aid.

### POSITION DESCRIPTION

This is a full-time position, Monday through Friday, located in our downtown Cincinnati office. The successful candidate must be able to effectively handle a high volume of incoming calls while welcoming and assisting many visitors.

### REQUIRED QUALIFICATIONS

**The successful applicant will meet the following qualifications:**

- 2 years of customer or client service experience
- Excellent people skills
- Computer competency and experience with Microsoft Office applications
- A fast learner who is organized, flexible, and able to multi-task effectively
- Ability to be an effective team player and also to work independently

Candidates meeting these qualifications who are conversant in Spanish and English preferred

### SALARY AND BENEFITS

The salary for this position starts at \$14.00 per hour, depending on experience level. Compensation includes medical and dental insurance, life and disability insurance, transportation reimbursement, and other benefits.

### HOW TO APPLY

Please email all of the following items to [staffing@lascinti.org](mailto:staffing@lascinti.org)

- a cover letter explaining the reasons for your interest in the position,
- rate of pay required,
- your resume, and
- names and telephone numbers for two work references. (*Please do not send reference letters.*)

**Note in subject line of your email:** Attention: Receptionist Hiring Committee

All applications will be acknowledged.

**Please do not call.**

The Legal Aid Society is an Equal Opportunity Employer.