

## Receptionist/Concierge

This is an excellent opportunity for someone looking to start their career in legal support and work for one of the top law firms in the U.S. Davis Wright Tremaine LLP is looking for an enthusiastic Administrative Secretary to join the Anchorage office. DWT is a full-service law firm with more than 500 attorneys practicing in offices across the United States and China. Headquartered in Seattle and with offices in Bellevue, Portland, Anchorage, San Francisco, Los Angeles, New York, Washington D.C., and Shanghai; we serve clients with local, regional, national, and international interests.

### Duties and Responsibilities:

- Answer and dispatch incoming calls for office.
- Communicate via email with attorneys and staff to a variety of inquiries and requests for assistance.
- Greet clients and notify attorneys and/or staff of their arrival.
- Escort visitors to scheduled offices and conference rooms and ensure their needs are met.
- Serve as “concierge” to visitors as appropriate.
- Receive mail and hand delivered materials, scan and deliver to attorneys and staff.
- Maintain on-line calendar for multiple conference rooms and using discretion when booking and prioritizing or coordinating room changes.
- Assist staff and attorneys with reserving conference/meeting rooms and visitor offices and assure rooms are properly serviced.
- Assist visitors with all reasonable needs they may have such as copying, faxing, scanning, transportation, reservations, etc.
- Maintain a clean and organized appearance of the reception area, visitor offices and conference rooms ensuring that they are stocked and ready for use at all times.
- Key in attorney time on a daily basis working with assistants to proof and close.
- Maintain petty cash.
- Assist with preparation of marketing materials.
- Assist Office Administrator in party and event planning.

### The Successful Applicant:

- 3+ years’ experience as receptionist or administrative assistance in an office environment.
- High school graduate or GED equivalent required.
- Proficient in Microsoft Office programs.

- Ability to provide exceptional, mature customer service to DWT attorneys, staff, clients and other visitors.
- Ability to communicate in a courteous, effective and professional manner with clients, attorneys, staff, clients and other visitors.
- Experience using a multi-line phone system preferred.
- High degree of attention to detail and accuracy in recording names, phone numbers and messages.
- Excellent and accurate keyboarding skills.
- Ability to remain calm under pressure and maintain professional composure.
- Ability to work with minimum supervision, adapt quickly to change and effectively prioritize multiple tasks.
- Ability to work well in a team setting as well as independently.
- Ability to handle confidential materials and conversations.
- Ability to maintain a business-like appearance.
- Ability to sit at a work station for lengthy periods of time with occasional breaks.

*This position description intends to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to include all duties and responsibilities.*