

DRINKER BIDDLE & REATH LLP

RECEPTIONIST

JOB POSTING

JOB TITLE: Receptionist	STATUS: Non-Exempt
REPORTS TO: Office Administrator	LOCATION: New York
SUMMARY: <p>We are looking for a Receptionist to join our rapidly growing New York office in Manhattan. Our Receptionist is often the first and last point of contact for visitors to the firm, either by phone or in person, and we are looking for an exceptional person to join our team in this vital role. Therefore, it is imperative that this person represent the firm in a friendly and professional manner while adhering to the highest levels of client service at all times. The primary function of this position requires an individual who consistently exhibits positive energy, enthusiasm, professionalism and knowledge of the firm's practice areas, lawyers and client service resources.</p> <p>The Receptionist is responsible for responding to internal and external calls to the main switchboard in a timely manner, greeting visitors, escorting visitors to conference rooms, scheduling visitor offices, confirming conference room reservations as well as catering needs, making name badges as needed and assisting with other administrative tasks as assigned. <i>The hours for this position are 10:30 a.m. – 7:00 p.m.</i></p> <p>In accordance with the firm's Client Service Initiatives, the Receptionist must display good judgment and have effective interpersonal communications. In addition, confidentiality and discretion are required consistently.</p>	
ESSENTIAL JOB FUNCTIONS: <ul style="list-style-type: none">• Answer the main switchboard using a consistently positive, professional, enthusiastic and helpful demeanor.• Enter all visitors into the building security system and, when visitors arrive at our offices, greet them and get them settled.• Route all calls to the appropriate person or their assistant.• Schedule conference rooms and visitor offices ensuring information pertaining to each room's use is included (i.e., name of person reserving, assistant contact information if needed, any catering or IT needs, number of people attending, etc.).• Distribute and collect card keys when visitors enter and leave Drinker Biddle.• Schedule Visiting Attorney offices assignments to include information pertaining to each room's use (i.e. name of person reserving, matter number, legal assistant contact information as needed, etc.).• As requested, order meals for attorneys and/or clients.• Assist with taxi and car service arrangements, as well as parking information.<ul style="list-style-type: none">○ Know where the closest parking garages are and how to give easy-to-follow directions.○ Know how to give directions to the office from the major roadways and local public transportation.• As requested, process printing requests.• Ensure the reception area remains clean, clutter-free and organized.• As requested:<ul style="list-style-type: none">○ Type and/or transcribe correspondence.○ Type various documents/forms.○ Perform general proofreading.○ Photocopying/scanning/printing.○ Prepare labels, name badges, etc.○ Prepare envelopes for mail, Federal Express or messenger delivery.○ Enter attorney/paralegal time into time entry system.• Notify building security in advance of lawyers, clients and guests visiting the office.	

- Notify the Facilities Department of building maintenance issues.
- Perform other duties as assigned.

The statements contained in this job posting are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent oral communications skills; especially the use of good grammar.
- Exhibit a professional and friendly demeanor.
- Flexible and dependable, including the ability to work overtime as needed.
- Must be attired professionally at all times, exhibiting a clean, neat and polished appearance.
- Uses written communication that is technically sound, grammatically correct and without typographical errors.
- Strong organizational skills.
- Excellent attention to detail.
- Extremely consistent in producing quality work.
- Ability to handle confidential matters.
- Ability to multi-task and work under pressure.
- Ability to work with minimum supervision but also work well as part of a team.
- Knowledge of MS Office applications (Office 2010 and Windows 7 preferred).
- Strong Microsoft Office Skills (specifically Outlook and Word).
- Responsive, prompt and on time.
- Typing speed of 65 wpm.
- Good proofreading skills.
- Ability to use office equipment; i.e. fax machines, copier machines, scanners.
- Initiative in developing and refining skill set; willing to work with new technology.
- Adaptable to change and open to new ideas and taking on new responsibilities.
- Respectful of people's differences in background, culture and perspective.
- Ability to quickly grasp the goals, service, culture and strategy of both the office and the firm overall.
- Must conduct him/herself professionally in appearance and actions.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Diploma or GED.
- College degree a plus.
- Must be fluent in English with knowledge of proper English grammar and usage.

We are an Equal Opportunity Employer offering a competitive salary and full benefits package, including medical/dental/vision, life/disability insurance, paid holidays and a 401(k) plan.

TO APPLY: Interested candidates should send their cover letter, including salary requirements, and resume to Human.Resources@dbr.com referencing **Receptionist-NY** in the subject line. *Incomplete applications will not be considered. No phone calls please.*