



COOK BARKETT PONDER & WOLZ

Receptionist

Job Summary: Are you an enthusiastic person who thoroughly enjoys talking to people and making a memorable first impression? Can you remain calm and provide an empathic ear when someone is telling you about what could have been one of the worst days of their lives?

Cook, Barkett, Ponder and Wolz is the largest personal injury firm between Memphis and St. Louis and is still growing. CBPW is looking for a motivated self-starter to become part of our team to fill a receptionist position. The perfect candidate understands the importance of providing spectacular customer service. If you want to work in an environment where you can learn, support others and feel fulfilled, this is the place for you.

In this role, you will handle being the first line of contact between potential clients. If this full-time position sounds like a perfect fit for you and you would like to become part of our dynamic team, please apply by following the directions located below.

Please Read: *Important to Apply* To apply please send a cover letter and resume to rleadbetter@cbpw-law.com, with a subject line of Receptionist Application. Do not apply through our website, hiring website, or any other method of application. Failure to follow the above directions will result in automatic rejection of your application.

Key Responsibilities Include:

- Greet and welcome clients and guests with a smile as soon as they arrive at the office.
- Answers, screens, and forwards incoming phone calls accordingly in a timely manner.
- Properly enter new leads in the software for Attorney review.
- Ensure the reception area is tidy and presentable.
- Prepare intake packets for upcoming client intake appointments.
- Direct visitors to the appropriate person and office.
- Perform other office receptionist duties such as filing, photocopying, transcribing and faxing.
- Other duties as assigned

Our Requirements are Straightforward:

- Must possess strong writing and verbal communication skills with the ability to work independently, but also thrive in a group setting.
- Must be friendly, have a positive attitude, and an approachable demeanor with professional phone etiquette in all situations
- Must have a strong organizational skills and attention to detail
- Must be highly proficient in Microsoft Suite and comfortable with technology



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- Must have the ability to adapt to quickly to change
- Must demonstrate strong time management and multitasking skills

Education:

- High School Education or GED

Perks:

- 38-hour work week based on 40 hour per week salary
- Employer-paid medical benefits, option to add spouse and dependents
- Employer-paid Life insurance policy.
- Generous Vacation, Sick, Personal time plan
- 10 paid holidays
- 401(k) with up to 3% company match (aka, free money)
- Annual bonus equal to one full month's pay
- Firm Events (Thanksgiving parties, Christmas parties, Catfish game, etc)
- On-time Direct Deposit
- Continuing education opportunities
- Supportive and Collaborative work environment
- Opportunity for growth and advancement within the company

About Cook, Barkett, Ponder and Wolz:

Our mission is to help the injured seek justice and just compensation through world-class legal representation delivered with excellence, integrity, and compassion.

We look forward to hearing from you!