

POSITION DESCRIPTION

Receptionist/Administrative Assistant

Location: Buffalo, NY

Classification: Nonexempt

Reports to: Partner(s) and Associate(s)

Company Overview:

It is an exciting time to be at Woods Oviatt Gilman. Through our continued growth, we work very hard to maintain an environment that is fun and a place to feel proud of while out in the community. The firm recognizes the importance of work/life balance and many programs are in place to support that philosophy.

Summary:

We are looking for a reliable Receptionist to handle client-facing duties as well as general office management tasks. Our ideal candidate is friendly, professional, helpful, and has excellent communication and multitasking skills, a positive attitude and a strong work ethic.

Duties and Responsibilities:

- Greet clients and validate parking
- Receive, sort, and deliver incoming packages and parcels daily
- Prepare labels and postage for outgoing FedEx packages to Rochester daily
- Maintain and stock supplies for the mail machine, kitchen, supply room, and any other supplies as needed
- Manage archives files and maintain office off-site file storage
- Organize/prepare closing binders for corporate attorney's
- Act as representative for quarterly administrative meetings with Rochester
- Provide general support to visiting attorneys from Rochester to include setup of computer and work station
- Assist attorney's when admins are out
- Coordinate payment for parking vouchers and redeem parking vouchers from the parking garage
- Schedule maintenance repair issues for office
- Burn CD's to jump drives
- Schedule and coordinate lunches for Buffalo office
- Manage art work projects for the office
- Maintain cleanliness in conference rooms and kitchen
- Schedule outgoing/incoming packages with delivery service
- Onboard new staff: prepare work station, verify identify and employment authorization for Form-I9, assist with paperwork
- Ensure that all invoices are directed to accounts payable

Requirements:

- High School Diploma
- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Adobe and Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance

Woods Oviatt Gilman LLP is an Equal Opportunity Employer

POSITION DESCRIPTION

Receptionist/Administrative Assistant

- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Superior customer service attitude

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.