RECEPTIONIST

McCollom D'Emilio Smith Uebler LLC

Wilmington, Delaware | Full-Time

McCollom D'Emilio Smith Uebler LLC ("MDSU"), is seeking a professional, organized, and personable Receptionist to join our team in our Wilmington office. The Receptionist serves as the first point of contact for clients, attorneys, vendors, and visitors and plays an important role in maintaining a welcoming and professional office environment.

Responsibilities

- Greet clients, visitors, attorneys, and vendors in a professional and courteous manner.
- Answer, screen, and direct incoming telephone calls.
- Manage the firm's reception area and ensure it is neat, organized, and welcoming.
- Receive and distribute incoming mail, deliveries, and packages.
- Coordinate conference room scheduling and assist with meeting arrangements.
- Provide general administrative and clerical support to attorneys, paralegals, and staff.
- Assist with scanning, copying, filing, document preparation, and other administrative tasks as needed.
- Coordinate outgoing mail, overnight deliveries, and courier services.
- Maintain office supplies and communicate supply needs to appropriate personnel.
- Handle confidential client and firm information with discretion.
- Perform other duties and special projects as assigned.

Qualifications

- Prior receptionist, administrative, or professional office experience preferred.
- Experience in a law firm or professional services environment is a plus.
- Excellent communication and interpersonal skills.
- Professional demeanor and strong customer-service orientation.
- Ability to prioritize and manage multiple responsibilities in a busy office environment.
- Proficiency with Microsoft Office and general office technology.
- Ability to work effectively both independently and as part of a team.
- Dependable, punctual, and professional.
- Ability to maintain confidentiality and exercise sound judgment.

What We Offer

MDSU offers a professional and collegial work environment, competitive compensation, and a comprehensive benefits package.

How to Apply

Interested candidates should submit a resume and brief cover letter to:

Andrew Logan
McCollom D'Emilio Smith Uebler LLC
Email: alogan@mdsulaw.com
Please include "Receptionist Position" in the subject line of your email.

MDSU is an equal opportunity employer.