

FRONT OFFICE COORDINATOR / ASSISTANT

Law Firm of Baim, Reagler & Naramore, PLLC

Duties include:

- Answering multi-line phone system, routing calls & taking messages.
- Filing, basic document/letter drafting and data entry for case management system.
- General assistance to paralegal for will/trust signings and other related tasks.

Permanent position with benefits and competitive pay rate.

Please send resume to:
info@hsestateplans.com.