

Waller & Waller, P.S., a thriving law firm in Oak Harbor, WA is seeking a full time Receptionist. This is a fully in-person position. You will use and enter data into computer programs, scan or print documents, answer telephone calls, initially screen prospective clients, manage client scheduling, open client files, and other typical Receptionist duties and all other duties as assigned. Our ideal candidate will be very detail-oriented and a multi-tasker with good verbal and written communication skills who will uphold our key values of professionalism and being trusted, accurate, timely and reliable. It is important to note that this is a busy and demanding position-you will not be bored. The ideal candidate will have experience as a Receptionist, although we are willing to train if you have our key values.

Compensation is commensurate with experience. WA State Notary Public license required or ability to obtain within 2 months of hire. We will pay for your Notary Public license & other required Notary materials. Proficiency in Microsoft Outlook, Word and Excel and experience in law office preferred. Benefits include medical insurance and Simple IRA.

Please send cover letter and resume via email to: [Jeff@skinnerlaw.net](mailto:Jeff@skinnerlaw.net) . Please no other methods of application. We look forward to working with you.