

Receptionist

First Beacon Group LLC is a law firm that specializes in tax and estate planning seeks a front desk receptionist to facilitate client service and help the office run smoothly. Our client is a premier professional services firm, located in Newton Corner. They offer a full range of legal and related services to clients throughout the United States and around the world. Their areas of expertise include international and domestic taxation, business planning and estates, trusts and probate.

To apply: email cover letter and resume to
Patricia Hunt Sinacole,
psinacole@firstbeacongrouple.com

Responsibilities

- Answering and routing phone calls
- Greeting clients and visitors
- Corresponding with vendors, in person and via phone/email
- Monitoring office calendar and scheduling use of conference rooms
- Helping track and restock office supplies
- Sorting and distributing the day's incoming mail
- Time entry and billing of clients, if workload permits
- Assisting in the overall maintenance of a clean and organized law office
- Dropping off and retrieving mail at local post office
- May be requested to assist travel arrangements, company events and ordering lunches
- Ability to work onsite 8:30am to 5:00pm, Monday-Friday
- Commitment to work during business periods of the year March – April 15, and early September – October 15
- Other related responsibilities as needed

Skills & Qualifications

- Good organizational skills
- Solid written and verbal communication skills
- Discretion and integrity when handling confidential information
- Ability to learn basic new software, portals and apps
- Proficiency in MS Office
- Previous experience in a professional environment preferred
- Driver's license and car preferred
- Ability to multi-task
- Track record of punctuality and reliability

Compensation and Benefits

- A Base Salary of \$45 to \$50K
- BCBS Medical and Dental (90% employer contribution for individual only coverage)
- Long-term Disability
- Accidental Death & Dismemberment
- Life Insurance and Voluntary Life Insurance
- Vision
- Section 125 Plan
- Employee Assistance Program (EAP)
- Will Preparation and Identity Theft Service, Travel Assistance
- 401(k) plan with a Company Match
- Free Parking
- Business Casual Dress
- Little to No Overtime Required
- Near Newtonville, Newton Corner; easily accessible to Watertown, Brighton, Waltham, Boston
- Bus Accessible

No sponsorship or relocation provided.

We provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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