



Bilingual Receptionist - Spanish/English Full Time

MMG Law, LLC – Madison, WI

Our immigration law firm seeks a bilingual (English/Spanish) full-time Bilingual Receptionist in Madison, WI.

JOB RESPONSIBILITIES: The Bilingual Receptionist will answer and direct a large and demanding volume of calls from clients, government officials, legal and social service providers. As part of a small team, s/he will direct calls for attorney and support staff at their location and will be responsible for logging calls and messages in our case management database. The Bilingual Receptionist also be responsible for scheduling appointments for attorney; for receiving and recording payments; for sorting incoming mail; occasionally filing legal documents with assorted administrative agencies and courts; for translation of documents from Spanish to English, and for drafting and mailing basic correspondence to clients.

QUALIFICATIONS: Must be fluent in English and Spanish, with strong written and verbal communication skills in both. **PERSONS WHO ARE NOT BILINGUAL NEED NOT APPLY.**

Must be able to maintain professional demeanor on the phone and in person, including when dealing with high-pressure or emergency situations.

Familiarity with Word, Excel and Google Apps is required; prior experience with PracticePanther is a plus.

Prior experience as an administrative assistant in a law office setting is preferred.

A successful applicant will be a fast learner and hard worker, possess excellent attention to detail and the ability to manage multiple assignments with minimal supervision, work well under deadlines, handle confidential information with professionalism, and display strong interpersonal skills.

We will give preference to applicants who have prior experience working in an immigration law firm, but will consider applicants who possess either comparable experience or a demonstrated aptitude at learning new tasks quickly.

REQUIREMENTS:

- High School or GED certificate minimum requirement
- Bilingual (English and Spanish)
- 2 years of experience desired
- Valid Driver's License desired

To apply, please email Cecilia Gillhouse your 1) Resume; 2) List of three references; 3) Cover letter explaining why you should be considered for the position; and 4) Salary requirement. Emails should be sent to cecilia@mmglaw.net by July 30, 2017 before 4pm. Incomplete applications will not be considered.

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www.mmglaw.net