



JOB POSTING

Posted	Position	Contact
November 6, 2024	Receptionist Kansas City	resumes@bakersterchi.com

Baker Sterchi Cowden & Rice LLC is seeking a friendly and energetic Receptionist for the Kansas City office.

The ideal candidate is service-oriented, organized, punctual, and able to multi-task. Strong interpersonal and communication skills and the ability to quickly learn and integrate new technical skills and knowledge are required for success in this position.

While experience in a professional services environment is not required, it is preferred.

All candidates must understand the importance of upholding client confidentiality.

Duties and Responsibilities

- Greet, welcome, and direct visitors appropriately.
- Politely answer, screen, and forward incoming calls.
- Ensure reception area and conference rooms are neat, tidy, and presentable at all times.
- Assist Facilities Coordinator with general hospitality for meetings and events including conference room set up and clean up, beverage set up and clean up, and catering orders.
- Schedule meetings and events in conference room booking system
- Promote positive, professional experience for all clients, both internal and external.
- Offers administrative support to various departments as needed.
- Efficiently and effectively learn and utilize new and existing firm technology.

Baker Sterchi offers competitive compensation and comprehensive benefits, including 401K matching. Committed to promoting diversity within our organization and the legal community, we encourage candidates from all backgrounds.

About Baker Sterchi Cowden & Rice LLC

Founded in 1982, Baker Sterchi is a civil litigation defense firm with offices in Missouri, Kansas, Illinois and Washington. The firm provides comprehensive legal services across a broad range of practice areas, including commercial and business litigation, construction, employment and labor, insurance coverage and defense, law enforcement and civil rights, government liability, medical malpractice, premises liability, product liability, professional and management liability, trial practice and consulting, and transportation litigation. With a team of attorneys who bring decades of courtroom experience, Baker Sterchi is widely recognized for its trial skills and commitment to client service. For more information, visit bakersterchi.com.