

Receptionist

Location: Kansas City, MO

Baker Sterchi Cowden & Rice LLC, a litigation defense firm with over 200 employees, is 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 firm and client confidentiality.

Please email your resume to resumes@bakersterchi.com.

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.
- Schedule meetings and events in conference room booking system.
- 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.
- Provide backup support to Office Services Clerk and assists with daily sorting and distribution of mail.
- Assist Conflicts Team with daily new client/new matter forms.
- Assist Legal Administrative Assistants and Paralegals with various tasks.
- Offer administrative support to various departments (Accounting, IT, Human Resources, and Marketing) as needed.
- Promote positive, professional experience for all clients, both internal and external.
- Efficiently and effectively learn and utilize new and existing firm technology.

Baker Sterchi offers competitive compensation and comprehensive benefits, medical, dental, vision, basic and voluntary life insurance, long-term disability insurance, and 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 defense litigation and trial law firm with offices in Missouri, Kansas, Illinois, Washington, Oregon, and Wisconsin. 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.