

**Receptionist**

The Receptionist works within the Office Services team and is responsible for welcoming firm clients and guests when they arrive at the Firm. The Receptionist will strive to offer a comfortable and friendly experience for everyone visiting, meeting or passing through the front office space. This position schedules conference rooms, assists with the ordering of catering, and oversees the reception area and function. The Receptionist maintains positive contact with attorneys, staff, and clients and observes strict confidentiality of client and firm matters..

1. Welcomes by name and directs all clients and guests to the Firm. Makes sure clients are made comfortable, hangs coats in the coat closet, escorts them to the appropriate conference room if their meeting is already underway, or offers and provides refreshments if they are waiting. Immediately notifies the Firm representative, announcing the client by name.
2. Directs phone calls to appropriate attorneys and staff or to the voice mail system. Asks questions of callers to make sure they are directed to the appropriate department.
3. Schedules and coordinates all conference rooms. Ensures that each conference room is clean and neat before meetings, and catering arrangements are accurate and complete prior to each meeting. Working closely with the Hospitality and Office Services Assistant to confirm that all catering is ordered and has arrived. Checks the conference rooms after meetings to make sure they are cleaned and neat for the next meeting.
4. Maintains a neat and orderly reception area and the reception desk is clear and free from clutter, posted notes, and personal property at all times.
5. Employee must perform all duties with minimal supervision and must be willing to work as a team player.

**Qualifications:**

A successful candidate will possess the following skills:

- Excellent communication and interpersonal skills. Good grammar and writing skills.
- Strong client/customer service focus.
- Professional polished appearance; positive, pro-active attitude.
- Exemplary record of reliability and dependability, and a willingness to be flexible with schedule if necessary.

**About Hemenway & Barnes LLP**



## Career Opportunities

---

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients. As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors and attorneys.

**To Apply:**

Qualified candidates may send their resume, in confidence, to the address [hr@hembar.com](mailto:hr@hembar.com).