

McCarthy Law, LLC
461 Main Street, East Greenwich, RI
401-541-5540

McCarthy Law is an established, rapidly growing firm located in downtown East Greenwich, dedicated to providing comprehensive legal services to our clients in matters related to estate planning, elder care law, probate, guardianship, and residential real estate transactions. Our team is committed to delivering personalized attention and tailored solutions to meet the unique needs of each client. We are a female-founded firm and are known in the area for our welcoming environment and compassionate approach.

We are looking for a professional Receptionist to be the welcoming face of our firm and provide exceptional administrative support. As the Receptionist at our firm, you will play a crucial role in setting the tone for our client's experience. You will be responsible for greeting clients, managing communications, and ensuring that our front office operates efficiently and effectively. Your role will also include handling sensitive information and providing general support to our attorneys and staff.

Responsibilities:

- Greet and welcome clients and visitors with a friendly, professional demeanor
- Manage incoming calls, emails, and correspondence, ensuring prompt and accurate relay of messages
- Schedule and confirm appointments, maintain calendars, and coordinate meeting rooms
- Assist with client intake and data entry of client information into the firm's systems
- Prepare and distribute daily mail; handle outgoing mail and packages
- Provide general administrative support to attorneys and staff, including preparing documents and maintaining files
- Ensure the reception area and all common spaces are tidy and presentable
- Manage office supplies inventory and reorder supplies as needed
- Other duties as assigned

Requirements:

- High school diploma or equivalent; further education or certification in office administration is a plus
- Proven work experience as a receptionist, front office representative, or similar role; experience in a legal setting is a plus
- Experience handling multiple phone lines and familiarity with office equipment
- Proficiency in Microsoft Office Suite and ability to learn new software quickly
- Desire to learn and grow, engage in personal development and contribute to firm growth
- Detail-oriented with strong organizational and time management skills

- Must be highly motivated and work well under pressure with minimal supervision
- Excellent communication, interpersonal, and client service skills
- Ability to work independently and as part of a collaborative team in a fast-paced environment
- Possess excellent problem-solving abilities
- Must be comfortable managing tasks and meeting deadlines with little supervision
- Ability to handle sensitive information with integrity and confidentiality
- Lead with empathy and compassion, while maintaining professionalism

Benefits:

- Competitive salary commensurate with experience
- Bonus incentives based on performance and business development contributions
- Comprehensive benefits package including health insurance, life insurance, 401k with Safe Harbor match, and paid time off
- Opportunities for professional development
- Supportive work environment with a collaborative team culture

The position is in-person at our East Greenwich, Rhode Island office. The hours are approximately 8:30AM-4:30PM Monday through Friday.