

SCHULTZ & MYERS

INJURY LAWYERS PUTTING YOU FIRST

June 2nd 2016

FOR IMMEDIATE RELEASE

Position Available: Full-time Receptionist/New Client Intake Specialist

Availability: Immediate

Location: Our Creve Coeur, MO central office

About Us: Schultz & Myers is a premier personal injury law firm with offices in Missouri, Illinois, and Arkansas. The firm is focused on providing exceptional legal representation to injury victims and their families. We are a client-focused firm, not a volume-based firm.

Our managing partners and employees are committed to one goal - providing personal attention to clients.

About the Position: This position is much more than just answering phones at a fast paced law firm. Callers to our firm include potential new clients (PNC), and the first impression they get is of our receptionist, who will be required to become proficient in our case management software in order to screen and process PNCs.

Incoming caller traffic varies but is generally moderate to heavy, so this position requires someone with exceptional multi-tasking, interpersonal, and stress-handling skills. A positive attitude is required. If you don't enjoy talking to people for 8 hours straight each day, please do not apply.

Candidates must already be proficient in Word, Excel, and Outlook. A typing speed of 50 wpm without errors is required. We will train you to become proficient in our case management software.

Pay Details: \$13.00 per hour based on a 40-hour M-F workweek Benefits include paid holidays and PTO.

How to Apply: Email a resume and cover letter to carolyn@schultzmyers.com, and cc stephen@schultzmyers.com. Applicants who make it beyond the initial resume screening phase will be invited to engage in our interviewing/applicant testing process. The position will then be offered to the candidate with the most potential for becoming a long-time employee of the firm.

See more job postings at www.SchultzMyers.com/careers