

SEEKING BILINGUAL PROSPECTIVE CLIENT ASSISTANT

Interested candidates should be dynamic, motivated, self-starting individuals that desire to be part of a growing, small boutique law firm that offers a high level of service to individuals, families, and businesses in a wide variety of practice areas.

Qualified candidates will possess the following skills:

- Professional working proficiency in Spanish and English
- Ability to handle confidential and sensitive information
- Highly organized, great attention to detail, and very efficient
- Strong communication skills (speaking, reading, writing, and listening)
- Capacity to analyze, evaluate, and interpret information objectively and systematically to form reasoned judgments
- Friendly, and empathetic customer service skills
- Proficiency in using basic computer software (Word, Excel, Adobe PDF)
- Excellent typing, spelling, proofreading, and grammar skills
- Ability to use various social media platforms with creativity for content creation, and engagement
- Exceptional time management skills
- Capacity for embracing change and technology
- Ability to take instruction and work independently

Duties include, but are not limited to:

- Maintaining communications with prospective clients through phone calls, voicemails, and text messages
- Scheduling consultations and wedding ceremonies
- Processing payments via our electronic payment system
- Assisting in the formalization of client representation by preparing, sending, and following up on representation contracts for prospective clients
- Sending reminder texts of any scheduled consultation, hearing or meeting to existing and prospective clients
- Preparing the office for meetings, depositions, and other events as needed
- Collaboratively working on office marketing, including, but not limited to, creating and drafting social media content, designing and purchasing brand materials, and attending community outreach events

- Maintaining the hard copy and electronic filing systems, and assisting with the implementation of the file retention policy
- Managing the office supplies by ordering, storing and disposing as needed
- Performing other duties as assigned

Benefits/Compensation:

- Pay range: \$15 to \$20 an hour (\$31,200 to \$41,600 a year); compensation will be based on level of experience.
- Position: In-office; Part-time or full-time; work from home is not available
- Schedule: Monday – Thursday, 7:30 am – 6:00 pm; flexible scheduling is available with use of Fridays; over-time with pre-approval is available and only on an as-needed basis
- Paid Holidays
- Paid Time Off
- Sick Leave
- Professional development assistance
- Other benefits available and/or negotiable

Prior experience working in a law firm is preferred but is not required. Carrillo Law, LLC is an equal opportunity employer. Interested candidates should send a cover letter with their desired compensation, and resume to sandra@carrillolawllc.com.