



Atlanta's John Marshall Law School is seeing to hire a motivated "people person" to fill the full-time position of **Front Desk Receptionist**. AJMLS is excited about relocating to our new location and will need an exceptional and welcoming personality to join our team!

Responsibilities for this role will include, but are not limited to:

- Providing administrative and office support to the law school and Business Office by managing and directing incoming calls and inquiries to the appropriate employee and/or department
- Responsible for the opening of the business office, which includes but not limited to, ensuring all phones are on or off night mode, ensuring supplies for the reception desk and copiers have been restocked, forwarding voicemails to the respective employee or department, etc.
- Ensures the mailroom and break room areas are replenished with supplies and utensils and remain clean and tidy throughout and at the end of the day
- Implements AJMLS's security procedures by managing/monitoring entry into the law school as well as, controlling access to business offices
- Provides requested clerical support to departments needing assistance, considering the task does not interfere with front desk responsibilities
- Provides administrative support to staff by sorting and distributing mail to the appropriate employees and/or departments and running and placing postage on all outgoing mail
- Maintains confidentiality of materials and information
- Provides assistance to the Admissions Department for campus tours, as needed

The ideal candidate will have a minimum of a high school diploma or GED ; at least one year of customer service or administrative support experience; and computer skills in MS Office. Must have excellent organizational, verbal and time management skills. Experience in a college, university or law firm is advantageous.

Atlanta's John Marshall Law School is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Atlanta's John Marshall Law School encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. Atlanta's John Marshall Law School undertakes affirmative action strategies in its recruitment and employment efforts to assure that all people have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact Ms. Davenport. Submit a resume and three references to:

Cynthia Davenport
Atlanta's John Marshall Law School
cdavenport@johnmarshall.edu
No Phone Calls Please