



JOB POSTING

Posted June 6, 2022	Position Receptionist	Contact resumes@bscr-law.com
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Baker Sterchi Cowden & Rice, L.L.C. is seeking a friendly and energetic Receptionist for the Kansas City Office. The ideal candidate is service-orientated, organized, punctual, and able to multi-task. Strong interpersonal and communication skills and ability to quickly learn and integrate new technical skills and knowledge are required for success in this position. While experience in a professional services environment is not required, it is preferred. All candidates must understand the importance of upholding client confidentiality.

Duties and Responsibilities

- Greets, welcomes, and directs visitors appropriately.
- Politely answers, screens, and forwards incoming calls.
- Ensures that reception area and conference rooms are neat, tidy, and presentable at all times.
- Assists with general hospitality for meetings and events including conference room set up and clean up, beverage set up and clean up, and catering orders.
- Schedules meetings and events in conference room software.
- Promotes a positive, professional experience for all clients, both internal and external.
- Offers administrative support in various departments as needed.

Baker Sterchi offers competitive compensation and benefit packages, including 401K matching. An open and accepting community, committed to diversity within its family, and within the legal community as a whole, we strongly encourage the interest of diverse candidates.

About Baker Sterchi Cowden & Rice, LLC

For over 40 years, Baker Sterchi Cowden & Rice LLC has provided services in the areas of appellate, commercial, complex (class action and multi-district), cyber liability/privacy and data breach, employment and labor, financial services, insurance defense and coverage, medical malpractice, personal injury, premises liability, products liability, professional and management liability, and toxic and mass tort litigation.

With offices in Missouri, Illinois, and Kansas, Baker Sterchi Cowden & Rice attorneys practice throughout the United States serving national, regional and local companies and professionals in a variety of industries including the arts, banking, construction, consumer products and services, entertainment, food and beverage, healthcare, hospitality, insurance, leisure, medical device, pharmaceutical, propane, retail, and transportation (aviation, automotive, railroad, recreational, and trucking) industries. For more information, visit www.bscr-law.com.