

WE ARE HIRING

CLIENT INTAKE COORDINATOR in Fairbanks

\$20-\$25 an hour DOE

The **Client Intake Coordinator** keeps the front office running smoothly from open to close: greeting clients, managing phones and the calendar, handling incoming mail and documents, supporting new client intake and processing consult payments.

What we're looking for:

- Highly organized, with strong attention to detail and follow-through on multi-step processes
- A self-starter who takes ownership of tasks without needing constant direction
- Sharp and quick to learn new software, procedures and firm-specific workflows
- A genuine team player who supports attorneys, paralegals and staff and pitches in wherever needed
- Comfortable managing phones, calendars and in-person greeting duties simultaneously in a busy office
- Trustworthy with confidential, sensitive client information
- Clear, professional and friendly communicator, in person, by phone and in writing
- Prior receptionist, front office or customer service experience preferred; legal office experience a plus but not required



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

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**GOLDEN HEART
LAW, LLC**



TO APPLY, submit the following three items to
info@goldenheartlaw.com:

- A resume
- A cover letter explaining why you're a strong fit for this role
- Your answers to the following questions:
 - Why do you want to work at a law firm?
 - Describe a time you dealt with an upset customer.
 - What does excellent customer service mean to you?
 - What interests you about Golden Heart Law?