

Receptionist / Administrative Assistant

About Us

Spiros Law is dedicated to providing exceptional legal representation for people whose lives have been turned upside down by injury. Our clients are often facing pain, grief, and financial hardship — and we stand beside them through it all. Our team of passionate attorneys and staff are committed to making a real difference, fighting for the underdog, and changing lives. We believe this work is more than a job — it's a calling.

Why This Role Matters

At Spiros Law, every client interaction matters — and our Receptionist/Legal Assistants are often the very first voice and face our clients encounter. In this role, you'll set the tone for the client experience, ensuring calls are answered with professionalism, compassion, and efficiency. While you'll also assist with key administrative and legal tasks, your greatest impact will come from delivering exceptional customer service and keeping our busy office running smoothly.

Who Thrives Here

This isn't just about skills — it's about mindset. The Receptionist/Legal Assistants who thrive at Spiros Law are:

- Highly motivated and driven to make a difference
- Known for strong work ethic, consistency, and follow-through
- Positive, adaptable, and resilient when challenges arise
- Energized by being part of a stellar, collaborative team
- Skilled at creating a warm, professional first impression and delivering excellent customer service

What You'll Do

You'll make an impact by:

- Answering and directing a high volume of incoming calls on a multi-line phone system
- Greeting and assisting clients, visitors, and vendors with professionalism and warmth
- Providing excellent customer service as the first point of contact for the firm
- Scheduling appointments, meetings, and conference calls
- Managing messages and ensuring information is relayed promptly and accurately
- Assisting with file organization and data entry in a fully electronic case management system

- Preparing basic documents and correspondence in Word, Excel, and PDFs
- Supporting attorneys and assistants with administrative tasks as needed
- Protecting confidentiality and handling sensitive information with discretion
- Adapting to change and staying resilient — every client and every day is different

What We're Looking For

We're looking for someone who:

- Thrives on delivering excellent customer service and enjoys talking with people all day
- Is comfortable managing a multi-line phone system and a fast-paced front desk environment
- Communicates clearly, professionally, and with empathy both in person and on the phone
- Is detail-oriented, reliable, and able to follow through consistently
- Has strong organizational skills and can handle multiple priorities at once
- Brings tech comfort (Microsoft Office, PDFs, and phone systems) — or the ability to learn quickly
- Works well independently but also values being part of a collaborative team

What We Offer

- Health, dental, and vision insurance
- IRA Plan
- Paid time off and holidays
- Quarterly bonus program
- Salary range: \$37,500–\$50,000/year

We invest in our people because when you thrive, our clients thrive.

Ready to Apply?

Think you're not the "perfect" candidate? That's okay. If this role excites you and you want to make a difference, we want to hear from you. Join us and help us fight for the underdog. Send your resume and cover letter to jellars@spiroslaw.com.