



## **Administrative Assistant**

### **Employer**

Soule & Giles, L.L.P.  
209 S Summit St  
Arkansas City, KS 67005  
(620) 741-0000

### **Job Description**

We are looking for a multitasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist paralegals by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, and generally being a helpful and positive presence in the workplace. Candidates must be able to work a consistent schedule.

Candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive. Candidates must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, candidates should have a genuine desire to meet the needs of others and respect the confidentiality and discretion of the clients.

### **Responsibilities:**

- Answering and routing incoming phone calls on a multi-line telephone system.
- Maintain polite and professional communication via in-person, phone, e-mail, and mail with not only clients but with attorneys.
- Take credit card payments over the phone.
- Responsible for initiating calls with delinquent debtors by phone and/or mail.
- Generate, print, and mail demand letters.
- Set up a payment plan with debtors.
- Scanning, copying, faxing, and filing documents.
- Ability to file documents correctly in a client's file per each attorney.
- Obtain pleadings and documents from County Attorney's Office and Courthouse.
- Take messages in detail for attorneys.
- Type letters.
- Data Entry.
- Ability to be resourceful and proactive when issues arise.



## **Requirements:**

- Prior administrative experience including hands-on experience with office equipment (e.g. fax machines and printers).
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Good time management skills.
- Ability to prioritize tasks.
- Attention to detail.
- Ability to use a Dictaphone to transcribe letters.
- Must be organized.

## **Apply**

Please drop off or mail your resume to 209 S Summit St., Arkansas City, KS, 8am - 12pm or 1pm - 5pm.

