Spanish Speaking Receptionist  
*Full-Time or Part-Time*  
*Downtown Cincinnati Office*  
*December, 2022*

The Legal Aid Society of Greater Cincinnati seeks a full-time or part-time Spanish-Speaking Receptionist in our Downtown Cincinnati office to welcome visitors and answer calls that come in through our main number. Legal Aid provides civil legal aid services to low-income persons in seven southwest Ohio counties. Together with our affiliate (Legal Aid Society of Southwest Ohio, LLC), we employ a staff of about 95, including 45 attorneys, 14 paralegals, and management, administrative, and support staff. Visit our website at [www.lascinti.org](http://www.lascinti.org) for more information about Legal Aid.

**POSITION DESCRIPTION**

- Serves visitors by greeting, welcoming and directing them appropriately both in person and over the phone.
- Notifies company personnel of visitor arrival.
- Informs visitors by answering or referring inquiries.
- Handles a high volume of incoming calls.
- Accepts deliveries, issues visitor badges, inventories and requests written documents.
- Keeps a safe and clean reception area.
- Contributes to team effort by accomplishing related results as needed.

**REQUIRED QUALIFICATIONS**

The successful applicant will meet the following qualifications:

- Customer or client service experience
- Excellent communication skills
- Computer competency and experience with Microsoft Office applications
- A fast learner who is organized, flexible, and able to multi-task effectively
- Ability to be an effective team player and also to work independently

Candidates meeting these qualifications who are conversant in Spanish and English are preferred.

**SALARY AND BENEFITS**

The salary for this position starts at $16.00 per hour, depending on experience level. Compensation includes medical and dental insurance, life and disability insurance, generous paid time off and other benefits.

**HOW TO APPLY**

Please email all of the following items to staffing@lascinti.org and note “Receptionist Hiring LAS054-22” in subject line.

- a cover letter explaining the reasons for your interest in the position,
- your resume, and
- names and telephone numbers for two work references

Interviews will be arranged by Employer

*The Legal Aid Society is an Equal Opportunity Employer. The Legal Aid Society offers reasonable accommodations in the hiring and employment process. If you need assistance, you may request an accommodation.*