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## Receptionist

McCreary Law Office, PLLC is a boutique law firm based in Houston, Texas, specializing in Estate Planning and uncontested Probate. Our attorney provides services to clients throughout Texas and Florida. This in-office position is in Houston, Texas and involves working 30-35 hours per week.

### Job Details

This small but growing boutique estate planning and probate law firm helps people through planning for their incapacity or death to make things easier on their loved ones. The firm also helps those family members or friends when that time comes to take care of a loved one's estate. Bringing a personal and dedicated approach to legal services, McCreary Law Office strives to build trusted relationships with clients to provide guidance and advice in all aspects of estate planning, special needs planning, and probate. We are dedicated to excellence and strive to create a supportive and collaborative work environment.

The Receptionist is the first voice of the firm that clients hear when they contact us. Thus, the receptionist is key in making sure this process is the best it can be for clients from the first contact. This means maintaining a professional demeanor and treating clients with the utmost respect, demonstrating honesty and commitment, and creating value at all stages of the process for clients. The Receptionist provides key support to the Attorney and Client Services Coordinator by managing the phones, mail, and clerical duties. The Receptionist is also responsible for maintaining the office environment preparing the conference room for meetings and cleaning the office areas. The firm is growing and thriving and needs this role filled to contribute to continued success.

### Included Responsibilities

- Manage phone calls, scheduling calls and appointments with other team members.
- Manage incoming and outgoing mail.
- Serve as receptionist, greeting clients and providing refreshments.
- Interact with clients, fiduciaries, and other attorneys on behalf of the firm in person, in emails, and on the phone.
- Gather and organize documents and information for estate planning and probate matters. Handle data entry for client files and software.
- Perform various administrative tasks such as scanning, printing, and organizing files.
- Witness estate plan signings.

- Maintain confidentiality at all times.
- In general, keep the office running: stock supplies; organize the office; clean and maintain the conference room, kitchenette, and coffee area.
- Create and maintain office manual for job duties
- Assist with Elliott, the office dog (a three-year-old goldendoodle), and a therapy dog who will assist with client meetings and volunteer work. When Elliott is in the office, all office staff contribute to the care of Elliott and will sometimes oversee his activities if the attorney is in a meeting or unavailable.
- Appreciate great opportunities to learn and grow and appreciate coaching and development discussions.

### **Additional Specific Qualifications**

- Strong technology skills, i.e., cloud-based software, and experience with Mac O/S. The firm uses the following software related to the position duties: Lawmatics; Calendly; Adobe Acrobat Pro; Word; and Excel.
- Willingness to undergo a criminal background check.

### **Schedule**

This in-person position involves working 28-35 hours per week. This includes Mondays – Thursdays (approx 8:45 – 5:45); and every other Friday (8:45 – 12:45).

### **Pay**

Dependent on related experience in a clerical or an administrative role, in a professional environment, and in a law office.

### **Benefits**

Benefits include paid time off and a generous holiday schedule. PTO begins to accrue after completing a 90-day new hire development plan. Additional benefits to be discussed.

### **Applying**

Are you ready to unlock your potential and grow with a firm that is committed to continuous improvement? Click the link above to apply online.