

## **Front Desk Coordinator**

Young Conaway Stargatt & Taylor is seeking a full-time Front Desk Coordinator to join its dynamic Office Support Services team. The Front Desk Coordinator reports to the Human Resources Department and is responsible for managing incoming calls, greeting guests, and ensuring a positive experience for the firm's clients and visitors. Responsibilities also include assisting other administrative departments with general administrative tasks.

This is an excellent opportunity for an entry-level candidate with strong customer service and organizational skills striving to work in a fast-paced, professional and team-oriented environment.

Work hours are Monday through Friday from 9:30 am to 6:00 pm.

Responsibilities include, but are not limited to:

- Answering and transferring calls; conversing with personnel and visitors by phone, in person and over the paging system.
- Maintaining a professional reception area.
- Updating internal news announcements and firm documents.
- Assisting with the scheduling of conference rooms and meetings; processing invoices; managing mail courier deliveries.
- Maintaining centralized supplies and medical equipment.
- Serving as a member of the firm's emergency evacuation and medical response teams.

The ideal candidate for this position will be proficient using computer applications, possess strong organizational skills, and will have relevant work experience with demonstrated abilities to:

- Work in a high-pressure, client-focused, detail-oriented and fast-paced work environment.
- Adhere to time constraints while meeting multiple deadlines and multi-tasking. Ability to follow directions and work independently.
- Communicate effectively with personnel and visitors both orally and in writing.
- Demonstrate a positive, self-motivated and team-player approach to all facets of work.

We offer a beautiful facility; a very competitive salary commensurate with skill level and experience; and excellent benefit package, including immediate coverage under our medical, dental & vision plans, parking/commuting allowance, 401K plan and generous paid time off.

To apply for the position, please submit your resume and cover letter with your salary expectations to [staff\\_jobs@ycst.com](mailto:staff_jobs@ycst.com).