Receptionist

Contact: Joseph Benson
Email: bensonbingham.dt@gmail.com
https://www.freelocalclassifiedads.us/las+vegas/jobs/receptionist_i5288706

Address: **626 S 10th St Las Vegas, NV 89101, Las Vegas, Las Vegas**
Price: **Check with seller**

Receptionist:
Benson & Bingham Car Accident & Personal Injury Lawyers is seeking an experienced, articulate, and self-motivated Receptionist to join our team providing stellar client service and leading-edge representation as a New Client Liaison. Must have excellent clerical and communication skills and be a team player. Must be a self-starter and able to work independently. Experience in Personal Injury claims a bonus. Bilingual (Spanish) preferred. Health Insurance, extra vacation time, bonuses, and great work environment. Salary DOE.

Key Responsibilities and Requirements:
-Communicate with existing clients, potential new clients, insurance companies, and Doctors in person, by phone, email and text.
-Have excellent clerical and communication skills and be a team player.
-Excellent attention to detail.
-Friendly and accommodating.
-Bilingual (Spanish) preferred.
-Experience in Personal Injury claims a bonus.
-Maintain contact with clients, witnesses, and other parties to the case.

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