**Who We Are**

Collaborative. Respectful. A place to serve clients and enjoy work/life balance. These are just a few words that describe what life is like at Bailey & Galyen. As one of the leading consumer law firms, Bailey & Galyen is growing through our incredibly talented and diverse team members who are committed to total client satisfaction. At Bailey & Galyen, we cultivate an environment where all team members are provided with the resources and support needed to produce their best work.

**Who We're Looking For**

Bailey & Galyen is looking for an attentive and compassionate full-time bilingual **Receptionist.**

**What You'll Be Doing**

* Warmly greet clients, visitors, and guests; determine the purpose of each person’s visit and direct or escort him or her to the appropriate location.
* Answer, screen, and direct phone calls to staff; take messages and schedules appointments.
* Receive mail, documents, packages, and courier deliveries and deliver or distribute items.
* Perform administrative and clerical support tasks.
* Perform basic filing and record keeping.
* Assist paralegal with client files.
* Keep front office organized.

**What You Bring**

* Excellent listening and communication skills both verbal and written
* Ability to work attentively on your own with little supervision
* Assist paralegal and attorney with additional tasks as requested
* Exude a professional, confident, positive demeanor
* Impeccable customer service
* Polished phone etiquette
* Attention to detail and highly organized
* 40+ wpm keyboard
* 1 year law office experience preferred
* 1-year front desk experience preferred
* Bilingual Spanish and English, fluent speaking and reading required

**What We'll Bring**

* A work environment built on teamwork, service, and respect
* Professional growth and development programs to help advance your career
* Comprehensive health care and wellness plans for your entire family
* Generous paid holidays, paid sick time and vacation
* Referral services related to prenatal services, adoption, childcare, eldercare, and more
* 401(k)
* Bonuses
* Invaluable industry knowledge and mentoring

**Belonging at Bailey & Galyen**

Our success begins and ends with our people. We embrace and celebrate diverse perspectives and value unique individual contributions and experiences. We believe each team member has an important role in the ongoing success of the firm. We are proud to be an equal opportunity employer that celebrates the diversity of the communities where we live and do business. We foster a culture of belonging, mutual respect, teamwork, and empowerment.

Bailey & Galyen provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.