

Help Wanted

Jarecki Sharp & Petersen P.C., L.L.O. is accepting applications and hiring for a full time front desk clerk in their Albion office location.

Duties include answering the phone and transferring calls, helping walk-in clients, and assisting the attorneys and staff.

Experience with customer service is a must, skilled in Microsoft office a plus. Organization, willingness to learn, good attendance, and confidentiality is expected.

Starting pay is \$16.00/hour minimum, pay scale depends on prior experience and skill set.

Flexible scheduling if needed, paid vision insurance, group health insurance available immediately upon hiring, retirement plan and contribution match available after one year of employment. All major holidays paid.

Please email your resume to Kate@jsplawpc.com if interested.

