



POSITION

Receptionist



ROLE

Responsible for providing support to attorneys and other internal staff, and handling administrative issues.



SALARY RANGE*

Negotiable



LOCATION

Edwardsville, Illinois or Paducah, Kentucky



PROCESS

To apply, please send a cover letter and résumé to careers@flintcooper.com.

*Commensurate with qualifications.

FIRM

Flint Cooper is a preeminent litigation firm managing a diverse portfolio of multibillion-dollar cases. Coled by founding partners Ethan Flint and Jeff Cooper, both world-renowned for their accomplishments litigating asbestos-related cases and Fifth Amendment federal takings cases, Flint Cooper boasts a national presence and the ability to file a lawsuit and try cases anywhere. With offices in Edwardsville, Illinois, Paducah, Kentucky and Dallas, Texas, Flint Cooper handles catastrophic personal injury and product liability cases, litigates cases involving terminal illnesses, and currently represents the largest contingent of plaintiffs with claims against the federal government than any single firm in the country.

CULTURE

For over 20 years, Flint Cooper has represented people, not clients, nationwide and across borders, handling cases involving serious personal injuries, wrongful deaths, exposures to toxic chemicals and defective or dangerous products. Representing shared values around client commitment and reputational excellence, Flint Cooper firmly believes in tailoring its legal services to fit the individual needs of each client, not the other way around. Flint Cooper's deep well of experience, intellectual power and untouchable track record make it the best counsel and advocates to have in any claimant's corner.

RESPONSIBILITIES

- Greet and interact with the public, answers phones and makes clients feel comfortable when calling or visiting the office.
- Handle other light office tasks, such as scheduling appointments, sorting mail and printing or faxing documents.
- Create agendas for meetings and conferences.
- Take and circulates meeting minutes.
- Stock office supplies.
- Conduct research and drafts memos.

QUALIFICATIONS

- High school diploma or equivalent required.
- Strong communication (written and verbal) skills required.
- Strong computer skills and familiarity with many software programs required.
- Strong project management, organizational, time management skills required.
- Strong problem-solving skills to help identify and resolve client issues required.
- Ability to take initiative and complete tasks with minimal oversight required.
- Fluency in verbal and/or written Spanish preferred.

COMPENSATION

Flint Cooper recognizes and rewards team impact in innovative and competitive ways. Career satisfaction is paramount at Flint Cooper, which is why learning and development are as equally important as its compensation package. Through a combination of salary, bonus opportunities, flexible schedules, and non-monetary awards and benefits, Flint Cooper supports its team as they strive to achieve personal and professional goals.