

Receptionist

San Diego Office



Opportunity

Our San Diego office is currently seeking a Receptionist with 2+ years of experience. The ideal candidate will have knowledge of answering a multi-line phone system in a professional office setting and provide general clerical/office administration assistance in an often fast-paced, dynamic environment.

Must have intermediate skill level with MS Office, especially Word; be able to type 45 wpm; have experience using office equipment including fax, copiers, mail meter. Ideal candidates are pleasant, detail-oriented, collaborative, team players with excellent organizational skills, and have a positive and professional attitude.

Responsibilities:

- Greeting guests in a professional, friendly manner.
- Answering phones and providing clerical support.
- Handling incoming/outgoing mail.
- Undertaking any other projects and duties as assigned.

Skills:

- Detail oriented professional with a good attitude who is proactive and professional.
- Must be comfortable working in a fast-paced legal environment with the ability to adapt and adjust as needed.
- Ability to multitask and manage time efficiently.

Focus on You

We invite you to check out Lozano Smith, California's premier public agency law firm. You'll find a place where people can thrive and grow both personally and professionally. Along the way, you'll discover a team that is connected and fulfilled by the work they do. Join the journey – it is rewarding each and every day.

Focus on Schools and Communities

Partnering with school districts, community colleges, cities, counties and all types of public agencies is at the core of what we do. Our 30+ year commitment has positively impacted countless students and communities throughout California.

Spotlight on Culture

- Mentoring Program
- Professional Development Opportunities
- Child-Friendly Business Award Winner
- Blue Hat Project: Community Engagement Program
- Collaborative Environment
- No Jerks Rule

Diversity, Equity and Inclusion

Lozano Smith values diversity, and this is evident in the composition of our team.

- 74% of recently hired employees are female
- 46% of partner attorneys are female
- 65% of associate attorneys are female
- 38% of attorneys identify as a minority
- 51% of associates identify as a minority
- 50% of recently hired employees identify as a minority

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Connect

We invite interested applicants to learn more on our website: lozanosmith.com/careers. Please send a cover letter and resume to jobs@lozanosmith.com.

Salary

\$40,000 – \$50,000 /year

Lozano Smith is committed to giving all employees the opportunity to experience meaningful, impactful work and the support needed to grow. We consider a variety of factors, including skills, qualifications, and experience, among others. We provide competitive salary, benefits, and bonus programs.

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