



Employment Opportunity

Multilingual Receptionist (Haitian Creole, Spanish and English)

PLEASE DO NOT APPLY TO THIS POSTING IF YOU DO NOT SPEAK ALL THREE LANGUAGES

Catholic Legal Services of Miami (CLS) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CLS seeks a multilingual receptionist to be responsible for all secretarial reports and client appointments. Answering phone calls, taking messages, maintaining client logs of the office, scheduling appointments, and managing incoming mail. Additionally, will be responsible for supporting and replacing administrative assistant in his/her duties by collecting payments from clients, issuing receipts, preparing cash reports for deposit, and preparing outgoing mail.

Location: Broward Office

Duties:

- Staffs the reception area.
- Answer telephone calls, take messages, and/or transfers calls to appropriate staff.
- Greets visitors, handles inquiries, informs clients about services, directs clients to appropriate staff according to client need, maintains client logs of the office, and schedules appointments.
- Assist with data entry and file management
- Coordinates and arranges conferences, meetings, and travel reservations for office personnel.
- Maintains event calendars.
- Receives, logs, and processes incoming mail for distribution.
- Performs office clerical duties: mailing, typing, filing, copying, and faxing as needed.
- Communicates regarding office maintenance.
- Supports administrative assistant when needed by collecting payments from clients, issuing receipts, preparing cash reports for deposit, and preparing outgoing mail; and
- Perform other duties as required.
- Utilizes office computer programs such as Legal Services Management Program (LSMP) to update client information, as requested by Attorney or Paralegal; and



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Qualifications:

- Must speak Haitian-Creole, Spanish **and** English.
- At least one year of reception and/or administrative assistant experience.
- Computer literate including ability to type and input data in various programs including Excel.
- Collaborative work attitude is essential; and
- Experience working in a high-volume and fast-paced environment is a plus.

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Job Type: Full-Time

Benefits:

- 403 (b)
- 403 (b) matching
- Disability insurance
- Flexible schedule
- Health insurance
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Schedule: Monday to Friday

Salary to commensurate with experience.

To Apply: Send a cover letter, resume and two writing samples to Krystin Montersil at kmontersil@cclsmiami.org or Paola Bichara Torres at pbicharratorres@cclsmiami.org

CCLS is an EEOC/AA employer and encourages women and minorities to apply. Our office hires regardless of race, religion, gender, sexual orientation, or ethnicity.

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