
Concierge Receptionist

Location: Cherry Hill, NJ

Position Type: Full-Time in office

Salary Range: \$40,000 – \$42,500 annually

Benefits: Medical, Dental, and Vision Insurance | 401(k) Plan | Paid Time Off (PTO)

About Us:

Rothkoff Law Group is a client-centered elder law firm that prides itself on professionalism, compassion, and excellence in service. We are seeking a personable and proactive **Concierge Receptionist** to join our Cherry Hill office and serve as the first point of contact for our clients and visitors.

Role Overview:

This role blends traditional receptionist responsibilities with high-touch hospitality and administrative support. As the Concierge Receptionist, you will ensure every client interaction reflects the firm's commitment to care, attentiveness, and detail.

Key Responsibilities:

- Greet and assist clients, visitors, and vendors with professionalism and warmth
- Manage multi-line phone system, triage calls, and take detailed messages
- Schedule and confirm appointments for attorneys and staff
- Coordinate conference/video calls via Zoom and Conference Bridge
- Handle incoming/outgoing mail and FedEx coordination
- Prepare client materials, scan/link documents, and manage electronic records
- Order office, kitchen, and meeting supplies
- Maintain neat, stocked, and welcoming reception and conference areas
- Assist with in-office event coordination, including ordering lunches

Qualifications:

- Excellent communication and customer service skills
- Strong organizational and multitasking abilities
- Comfortable with high call volume and client-facing tasks
- High School Diploma or GED required; college coursework a plus
- Proficiency in Microsoft Office Suite; experience with Time Matters or File Vine is helpful
- Prior administrative experience required; elder care knowledge is a plus

Physical Requirements:

- Ability to sit and use the phone for extended periods
- Must be able to lift light office supplies and restock items as needed

Apply Today:

If you are a motivated professional who thrives in a busy, service-driven environment, we would love to hear from you. Please submit your resume and a brief note of interest to rothkofflaw.com/careers/
