



GERALD R. VILLARRIAL

Attorney At Law

Law Office Secretary

compensation: **Salary negotiable depending on experience.**

employment type: **full-time**

Law office in Waco seeks a full-time Secretary. Salary negotiable depending on experience. Office/clerical experience required. Spanish speaker preferred.

Applicant must have a valid driver's license and no criminal history.

The ideal candidate must possess customer service skills over the phone and in person, problem solving skills, written and verbal communication skills, and the ability to multi-task with superb accuracy. Additionally, candidate must be proficient in Microsoft Word, Excel, and the internet.

Duties will include answering a multi-line telephone system, scheduling and coordinating office appointments, providing general administrative and clerical support such as mailing, scanning, and faxing.

To apply, please email resume and references (2 personal references and 2 employer references) to Jamie@villarriallaw.com