

Bloomington Law Group LLC

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Bloomington Law Group is looking to fill our Receptionist/Office Assistant position for an immediate opening to start training! Our ideal candidate qualities would be someone who:

- Works well under pressure
- Thrives in a fast-paced environment
- Has excellent communication skills
- And be able to maintain the day-to-day functions for the firm

Other necessary skills would include, but are not limited to:

- Customer service experience is preferred (but not required)
- Answering the telephone and emails in a professional and timely manner
- Have a basic understanding of Microsoft Office and other Microsoft applications
- And have a willingness to learn!

The hours of operation are Monday through Friday from 8:00am to 5:00pm located at the office (not available as a remote position). Lunch is taken daily from 12:00pm to 1:00pm at which time the office is closed. Our office is located inside of the Flanagan State Bank building on the second floor at 2401 E. Washington St. Bloomington, IL 61704.

Please send your resume to carrie@bloomingtonlawgroup.com with "Resume" as the subject line.