

# Coleman | Talley

## Client Concierge

The law firm of Coleman Talley LLP is seeking a dedicated and personable Client Concierge to join our team. This position will play a crucial role in ensuring a welcoming and professional experience for our clients. The responsibilities include opening new files, requesting conflict checks, preparing engagement letters, scheduling meetings, and performing various administrative tasks. The ideal candidate will have excellent communication skills, attention to detail, and the ability to follow directions. If you are a self-starter who thrives in a team environment and excels at managing routine tasks and deadlines, we would love to hear from you.

### Responsibilities:

- Open new client files and ensure all necessary documentation is completed.
- Request conflict checks.
- Prepare and send engagement letters to clients.
- Schedule and coordinate meetings with clients and internal team.
- Organize and maintain digital client files and contact records.
- Follow up on open items and track to-do's and deadlines effectively.
- Stay engaged with the team and offer assistance proactively.

### Qualifications:

- Some college coursework completed.
- Previous experience as an Intake or Transaction Coordinator or Client Concierge is preferred.
- Strong organizational skills and attention to detail.
- Strong reading comprehension and ability to follow directions.
- Excellent written and verbal communication skills.
- Self-starter with the ability to work independently and as part of a team.
- Ability to handle multiple tasks and prioritize effectively.
- Friendly and professional demeanor.

### Technology:

- Proficiency in Microsoft Office software required (Word, Outlook, Excel, PowerPoint, Teams)
- Understanding of DocuSign; experience preferred.
- Proficiency in Adobe Pro and/or Kofax
- Understanding of online file collaboration sites such as ShareFile
- Experience with NetDocuments, Centerbase or similar LMS software, a plus.

**Schedule:** Full-Time or Part-time, Scheduled Monday through Friday between the hours of 8:30 a.m. to 5:00 p.m.

**Location:** Jacksonville, FL or Remote

**Compensation:** Commensurate with experience

### Benefits for Full-time Employees:

- Paid time off
- Health Insurance
- Dental
- Vision
- Life Insurance
- Disability
- Flexible Spending Account
- 401(k) Retirement with Matching Contributions

**How to Apply:** Submit your resume, cover letter, and references to [jobopportunity@colemantalley.com](mailto:jobopportunity@colemantalley.com). We offer competitive compensation and benefits, a supportive work environment, and opportunities for professional growth. Join our team and contribute to the success of our clients and our firm.